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General Academic Catalog (1961-62, 1962-63)

University of Omaha

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GENERAL CATALOG

1961-62 - 1962-63

UNIVERSITY OF OMAHA

OMAHA, NEBRASKA

- Robert Baird--Ph.D. University of Iowa, 1962, Inst. of Phil. & Religion
- William Beaupre--Ph.D. Columbia University, 1962, Assoc. Prof. of Special Ed. and Director of Speech Therapy
- Judy Beckman--M.S. 1959, MacMurray College, Inst. of Physical Ed. for Women
- Robert Borgman--Ph.D. (expected 1962) Iowa State University, Assist. Prof. of Botany and Microbiology, and Supervisor of Nurses Training Program in Biology
- David Brandt--M.S. (expected Aug., 1962) U. of Okla., Inst. of Physics
- Nan V. Carson--M.A. 1961, U. of Omaha, Inst. (part time)
- Lawrence A. Denton--Ph.D. (expected '63) U. of Nebr., Assist. Prof. of Economics
- Gerald L. Ericksen--Ph.D. (expected Mar. '62) U. of Minn., Assist. Prof. of Psychology and Assist. Director of Bureau Industrial Testing & Institutional Research
- Leonard K. Ewers--B.A. U. of Omaha 1961, Assist. Inst.--Geo. (part time)
- Sandra J. Gierke--M.A. 1961 U. of Illinois, Inst. of Art
- Gilbert W. Gimbel--LL.B. (expected June '62) U. of North Dakota Inst. Bus. Adm.
- William A. Harriman III--M.S. (expected '62) U. of Omaha, E Inst. in Engineering
- George C. Helling--Ph.D. U. of Minn., 1959, Associate Prof. of Soc. & Chairman of the Dept. of Soc.
- Hubert L. Hunzeker--Ph.D. U. of Mich., 1958, Associate Prof. of Mathematics and Chairman of Dept. of Math.
- Carl M. Jonas--B.A. Williams College, 1936, Lecturer in Eng. (First Semester '62-'63)
- George R. Morgan--M.A. U. of Nebr., 1962, Assistant Inst. in Geography (part time)
- M. Gene Newport--Ph.D. U. of Illinois, (expected '62), Associate Prof. in Bus. Adm.
- Daryl Ann Olson--M.A. Middlebury College Grad. School of French in Paris, France, 1961, Inst. of French
- Earl Reeves, Jr.--Ph.D. (expected '62) U. of Kansas, Assist. Prof. of Political Science
- Matthew J. Severin--Inst. of Microbiology (part time)
- Sam Sollenberger--Ed.D. 1961, U. of Nebraska, Associate Prof. of Ed.
- Reid L. McKinney--Ed.D. (expected Aug. '62) Colo. State College Associate Prof. of Ed. and Graduate Studies

[Handwritten signature]

Janice Ebert -- MS University of Indiana, 1957;
Asst. Prof. and Head of Women's PE, 1962

Dennis Fus -- MA Indiana University, 1962;
Instructor of Speech, 1962

Walter Graham -- BA University of Omaha, 1947;
Instructor of Journalism, 1962

Ernest J. Kemnitz, Jr. -- MA, 1962;
Instructor of Chemistry, 1962

Phillip F. Ostwald -- ME University of Nebraska, 1954;
MS Ohio State University, 1956;
Assistant Prof. of Engineering, 1962

Daniel M. Sullivan -- BS Northwest Missouri State
College, 1958;
Assistant Instructor of Chemistry, 1962

Bulletin of the

UNIVERSITY OF OMAHA

VOLUME XXI, NUMBER 1

JUNE, 1961

GENERAL CATALOG

for the academic years

1961 - 62

VATRO MURRAY, 1962-63, Assoc prof of Soc -
~~VATRO B~~ 1956 Ph.D. U. of Wisconsin

The University at a Glance

... To earn a living

And live a cultured life

Not as two processes

But as one ...

The primary purposes of the University of Omaha are: first, to maintain a faculty of dynamic teacher-scholars of high character and competence who will inspire able and willing students to achieve to the maximum of their abilities; and second, to provide classroom, laboratory, and library facilities adequately equipped to produce an environment conducive to learning of the highest order.

By contemporary standards the University of Omaha is not a large institution. Composed of a student body of 8,000 (3,300 day — 4,700 night), the University attempts to treat each student as an individual; his background, his problems, and his aspirations all receive constant attention. Ample opportunity is provided for specialized study in terms of interest, talent, and ultimate vocational objective. Thus, the University is concerned that its graduates be good citizens who earn a better living and live a richer, fuller life.

A university may well be judged by the success of its graduates. For a half century since its founding in 1908, the University has furnished Omaha, the state of Nebraska, and the nation with men and women of sound intellectual training and strong character.

The University of Omaha has five colleges — Liberal Arts, Applied Arts, Education, Business Administration, Adult Education, and the Graduate Division, each of which conducts day and evening classes to meet the multiple needs and demands of the community.

The University, as a further service to the community, designs training courses for thousands of business and industrial employees; supplies in-service training for teachers; conducts television classes for University credit on KMTV; and sponsors a wide variety of conferences, workshops, lectures, and concerts to enrich the regular academic program.

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HISTORICAL SKETCH

The University of Omaha became a municipal university in 1930, but its history as an educational institution began more than 20 years earlier.

In 1908, through the efforts of a group of far-sighted citizens, the University of Omaha was incorporated as a coeducational, non-sectarian college. The first college term opened in September, 1909, under the leadership of Dr. Daniel E. Jenkins. The original campus was located at 24th and Pratt Streets.

The University grew rapidly in these early years. Its physical plant was developed through the acquisition of additional properties. The John Jacobs Memorial Gymnasium, a gift of Mrs. M. O. Maul, and Joslyn Hall, a gift of Mr. George A. Joslyn, were the major buildings.

The movement to make the University a municipal institution began in 1929. In that year the Legislature of Nebraska passed an act authorizing cities of the metropolitan class to establish and maintain municipal universities.

The citizens of Omaha voted on May 6, 1930, to establish the Municipal University of Omaha. In the summer of 1930, the Omaha Board of Education selected the first University Board of Regents, which was inducted into office on July 1, 1930. In January, 1931, the new Board of Regents took over the old University of Omaha and its properties.

In November, 1936, the University received a grant from the Public Works Administration. This grant, together with accrued building funds, financed in 1937-38 the erection of a modern educational structure of Georgian style on the permanent, 51 acre site south of Dodge Street at 60th.

Since the University of Omaha became a municipal institution, important advances have been achieved in faculty personnel, curricular reforms, administrative organization, scientific laboratories, and in library facilities during the presidencies of Dr. W. E. Sealock, 1931-1935, Dr. Rowland Haynes, 1935-48, and Dr. Milo Bail, who took office in 1948. The University now has five colleges, and a Graduate Division.

In 1949, the \$750,000 Fieldhouse, Stadium and playing fields were completed providing facilities in all sports. In the city election of May, 1951, Omaha citizens voted authority to the University to levy to the extent of two mills. In June, 1951, an Air Force ROTC unit was established. The \$850,000 Gene Eppley Library was completed in 1955.

In 1959, The Student Center Building and the Applied Arts-Classroom Building were completed for use in an expanded educational program.

THE GENE EPPLEY LIBRARY

The Gene Eppley Library, a gift of Eugene C. Eppley of Omaha, is a modern Georgian two-story building housing the library and the Adult Education Conference Center. Designed to reflect the principles of functional planning, the library offers an invitation to reading through its open shelf collections and integrated reading areas. Each student may select his own type of study facility—from an individual carrell to an easy chair in the popular reading lounge.

The library numbers over 130,000 volumes chosen through the co-operative efforts of the faculty and library staff to provide for the curricular and recreational reading interests of students. Over 700 American and foreign periodicals are received regularly and extensive back files are maintained through binding and microfilms. As a United States government document depository, the library makes available complete files of the major government publications. The extensive pamphlet collection is particularly strong in the field of vocational materials.

The open shelf arrangement of the general book collection gives students the opportunity to select their own materials and invites browsing in all subject fields. Reference librarians provide library instruction through orientation lectures and assist students in using the library for information and research. Librarians serve as reader-consultants in guiding students in selecting reading materials and developing reading programs. A collection of paper-backs for general reading is located in the second floor lounge area and a rental collection of current books is a popular department in the literature section.

The Audio-Visual Department of the library makes available the newer media of communication including educational films, film-strips, and recordings. Its facilities include listening rooms, a class room, a pre-view room, and a tape recording laboratory. Instruction in the use of audio visual materials is a requirement for all students in the College of Education.

Special services in the library include the Education Curriculum Laboratory with its collections of text books and curriculum materials, research rooms for faculty, and seminar rooms for advanced classes. A classroom and laboratory house the materials for library science and a sample collection of literature for elementary and high school. The Adult Education Conference Center with its auditorium, conference rooms, and lounge offers opportunities for workshops, conferences, and informal groups to work in close co-operation with library materials.

CALENDAR FOR 1961 - 62

FIRST SEMESTER

September 7	Guidance Examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.
September 8 (Women)	Physical Examinations for former students who plan to take physical education. Students not present for examination will be charged late reporting fee.
September 11 (Men)	
September 8 (Women)	Physical Examinations for new students. Students not present for examinations will be charged late reporting fee.
September 11, 12 (Men)	
September 11	Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.
September 11, 12	University Faculty Meetings.
September 11, 12	Registration for College of Adult Education; 4:30 to 8:30 p.m.
September 13	New Student Day, 9 a.m. to 4 p.m.; attendance required of new and transfer students.
September 14	Registration for former students, 8 a.m. to 4 p.m.
September 15	Registration for new students, 8 a.m. to 4 p.m.
September 16	Program Changes are acceptable.
September 18	Classes begin, day school and Adult Education.
September 18	Late registration, day school and Adult Education.
September 23	Last day for adding credit classes to a day school schedule.
September 25	Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.
October 6	Founders' Day Convocation.
October 8	Open House.
October 27	Six-week grade reports for freshmen due in Academic Deans' Offices.
November 10	Midsemester scholastic report due in Academic Deans' Offices by 5 p.m. for sophomores, juniors and seniors.
November 22	Thanksgiving recess begins at 9:40 p.m.
November 27	Classes resume at 7:30 a.m.
December 4 — January 27	A six-week Bootstrap term.
December 4 - 8	Registration for second semester 1961-62.
December 15	Last day for filing applications for degrees to be conferred in January, 1962.
December 20	Christmas Convocation at 10 a.m.
December 20	Christmas vacation begins at 9:40 p.m.
January 3	Classes resume at 7:30 a.m.
January 19 - 26	Final Examinations.
January 27	Midyear Commencement 10 a.m.
January 29	Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.
January 29 — February 3	Vacation for first semester students.

SECOND SEMESTER, 1961-62

Monday, January 22	Guidance Examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.
January 23 (Men)	Physical Examinations for new students. Students not present for examinations will be charged late reporting fee.
January 24 (Women)	
February 2	Registration for new students and former students, 8 to 4 p.m.
February 2, 3	Registration for College of Adult Education 4:30 to 8:30 p.m., February 2; 9 a.m.-noon, February 3.
February 2	New Students Day at 9 a.m.; attendance required of all new and transfer students.
February 5	Classes begin, day school and Adult Education.
February 5	Late registration, day school and Adult Education,
February 5 — March 16	A six-week Bootstrap term.
February 9	Last day for adding credit classes to a day school schedule.
February 12	Last day for adding credit classes to an Adult Education schedule until 6:30 p.m.
March 30	Midsemester scholastic reports due in Academic Deans' Offices.
April 6	Last day for filing applications for degree to be conferred in June, 1962.
April 18	Easter Convocation at 10 a.m.
April 18	Spring Vacation begins at 9:40 p.m.
April 24	Classes resume at 7:30 a.m.
May 4	Ma-ie Day — student holiday.
May 7 - 11	Registration for Summer School and for first semester 1962-63.
May 24 — June 2	Final Examinations.
May 30	Memorial Day.
June 3	Baccalaureate.
June 4	Fifty-third Commencement.

SUMMER, 1962

June 8	Registration for day and evening classes 1 to 4 p.m.
June 9	Registration for day and evening classes 9 to 12 noon.
June 11 — July 14	First term.
June 12 — August 2	Evening term.
July 4	Holiday.
July 16 — August 18	Second term.
July 21	Last day for filing applications for degrees to be conferred in August, 1962.

CALENDAR FOR 1962 - 63

FIRST SEMESTER

September 6	Guidance Examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.
September 7 (Women)	Physical Examinations for former students who plan to take physical education. Students not present for examination at scheduled time will be charged late reporting fee.
September 10 (Men)	
September 7 (Women)	Physical Examinations for new students. Students not present for examinations at scheduled times will be charged late reporting fee.
September 10, 11 (Men)	
September 10	Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.
September 10, 11	University Faculty Meetings.
September 10, 11	Registration for College of Adult Education; 4:30 to 8:30 p.m.
September 12	New Student Day, 9 a.m. to 4 p.m.; attendance required of new and transfer students.
September 13	Registration for former students, 8 a.m. to 4 p.m.
September 14	Registration for new students, 8 a.m. to 4 p.m.
September 15	Program Changes are acceptable.
September 17	Classes begin, day school and Adult Education.
September 17	Late registration, day school and Adult Education.
September 17	Last day for adding credit classes to a day school schedule.
September 17	Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.
October 12	Founders' Day Convocation.
October 14	Open House.
October 26	Six-week grade reports for freshmen due in Academic Deans' Offices.
November 9	Midsemester scholastic report due in Academic Deans' Offices by 5 p.m. for sophomores, juniors and seniors.
November 21	Thanksgiving recess begins at 9:40 p.m.
November 26	Classes resume at 7:30 p.m.
December 3 - 7	Registration for second semester 1962-63.
December 3 — January 26	A six-week Bootstrap term.
December 7	Last day for filing applications for degree to be conferred in January, 1963.
December 19	Christmas Convocation at 10 a.m.
December 19	Christmas vacation begins at 9:40 p.m.
January 3	Classes resume at 7:30 a.m.
January 18 - 25	Final Examinations.
January 26	Midyear Commencement 10 a.m.
January 28, 11 a.m.	Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.
January 28 — February 2	Vacation for first semester students.

SECOND SEMESTER, 1962-63

January 21	Guidance Examinations for all first semester freshmen and all transfer students. Students not present for tests at schedule time will be charged late reporting fee.
January 22 (Men)	Physical Examinations for new students. Students not present for examinations at scheduled time will be charged late reporting fee.
January 23 (Women)	
February 1	Registration for new students and former students, 8 a.m. - 3 p.m.
February 1 - 2	Registration for College of Adult Education 4:30 to 8:30 p.m.; 9 a.m. - noon, February 2.
February 1	New Student Day at 9 a.m.; attendance required of all new and transfer students.
February 4	Classes begin, day school and Adult Education.
February 4	Late registration day school and Adult Education.
February 4 — March 15	A six-week Bootstrap term.
February 8	Last day for adding credit classes to a day school schedule.
February 11	Last day for adding credit classes to an Adult Education schedule until 6:30 p.m.
March 29	Midsemester scholastic reports due in Academic Deans' Offices.
April 5	Last day for filing applications for degrees to be conferred in June, 1963.
April 10	Easter Convocation at 10 a.m.
April 10	Spring Vacation begins at 9:40 p.m.
April 16	Classes resume at 7:30 a.m.
May 10	Maie Day — Student holiday.
May 13 - 17	Registration for Summer School and for first semester 1963-64.
May 24 — June 1	Final Examinations.
May 30	Memorial Day.
June 2	Baccalaureate.
June 3	Fifty-fourth Commencement.

SUMMER, 1963

June 7	Registration for day and evening classes 1 to 4 p.m.
June 8	Registration for day and evening classes 9 to 12 noon.
June 10 — July 13	First term.
June 11 — July 31	Evening term.
July 4	Holiday.
July 15 — August 17	Second term.
July 20	Last day for filing applications for degrees to be conferred in August, 1963.

ADMINISTRATION

THE BOARD OF REGENTS

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Mr. Frank Fogarty

Mr. Samuel Greenberg

Mr. Henry C. Karpf

Mr. Peter Kiewit

~~Mr. Ralph E. Kiplinger~~

Mrs. John Merriam

Mr. Varro Rhodes - *UP- HERBERT DAVIS, MDS*

PHILIP MILO BAIL, Ph.D., LL.D.

President of the University

ROWLAND HAYNES, LL.D.

President Emeritus

RODERIC B. CRANE, M.B.A.

Assistant to the President

KIRK E. NAYLOR, Ed.D.

Dean of Administration

W. ROSS KING

Attorney, Board of Regents

JOHN LATENSER & SONS

Architects for the Board of Regents

THE COLLEGES

ROBERT D. HARPER, Ph.D.

Dean, The College of Liberal Arts

CARL W. HELMSTADTER, Ph.D.

Dean, The College of Applied Arts

FRANK H. GORMAN, Ph.D.

Dean, The College of Education

JOHN W. LUCAS, M.B.A.

Dean, The College of Business Administration

DONALD Z. WOODS, Ph.D.

Dean, The College of Adult Education

GEORGE R. RACHFORD, Ed.D.

Director, The Graduate Division

FACULTY

THE UNIVERSITY

- ROBERT L. ACKERMAN *Elementary Education*
M.S., University of Omaha, 1959; Instructor
- FREDERICK W. ADRIAN *History*
Ph.D., Ohio State University, 1942; Professor
- RICHARD E. ALLEN *English*
Ph.D., Washington University, 1956; Assistant Professor
- JANE E. ANDERSEN *Art*
M.Ed., Pennsylvania State University, 1959; Assistant Professor
- BRUCE P. BAKER, II *English*
B.A., Harvard College, 1957; Instructor
- PAUL L. BECK *History*
Ph.D., University of Nebraska, 1961; Assistant Professor
- BURWELL G. BEAMAN *Accounting*
M.S., Kansas State University, 1960; ~~Instructor~~ Assistant
- BERNARD L. BEHERS, JR. *Education*
M.S., University of Omaha, 1961; Instructor
- MICHEL BEILIS *Foreign Languages*
M.A., Columbia University, 1951; Assistant Professor
- HOLLIE BETHEL *Elementary Education*
Ed.D., University of Colorado, 1957; Professor and Head of Department
- JOHN V. BLACKWELL *Art*
Ph.D., State University of Iowa, 1949; Associate Professor and Head of Department
- THOMAS N. BONNER *History and Social Science*
Ph.D., Northwestern University, 1951; Professor and Head of Social Science Department
- PAUL D. BORGE *Speech, Radio-TV*
M.A., University of Omaha, 1961; ~~Instructor~~ Assistant
- JAMES O. BORSHEIM *Physical Education for Men*
M.A., Colorado State College, 1949; Instructor; Basketball Coach
- MERLE E. BROOKS *Biology*
Ph.D., University of Colorado, 1956; Associate Professor
- JAMES H. BROWN *Engineering*
M.A., University of Minnesota, 1954; Registered Professional Engineer; Associate Professor
- MARION M. BROWN *English and Education*
M.A., University of Nebraska, 1933; Associate Professor
- CHARLES M. BULL *Business Administration*
Ph.D., University of Nebraska, 1961; ~~Associate~~ Professor

C. Harrold Bush, Asst prof, speech
 Tech. Director-Designer
 MS, Kans. State College, 1961

UNIVERSITY OF OMAHA

- KARL H. D. BUSCH.....*Biology*
 Ph.D., Ohio State University, 1940; Professor and Head of Department
- AL F. CANIGLIA.....*Physical Education for Men*
 M.S., University of Omaha, 1956; Instructor; Football Coach
- LLOYD R. CARDWELL.....*Physical Education for Men*
 B.S., University of Nebraska, 1953; Instructor; Track Coach
- EDWIN L. CLARK.....*Speech*
 Ph.D., State University of Iowa, 1951; Professor; Director, University Theater
- ROSALIE COHEN *SALTZman*.....*English*
 M.A., State University of Iowa, 1961; Instructor
- RODERIC B. CRANE.....*Economics*
 M.B.A., University of Chicago, 1941; The Frederick W. Kayser Professor of Economics and Head of Department
- NEVA CURRIE.....*Biology*
 Ph.D., Ohio State University, 1961; Assistant Professor
- HAROLD L. DAVIS.....*Engineering*
 M.A., Colorado State College, 1958; Assistant Professor
- HURFORD H. DAVISON.....*Retailing*
 M.B.A., Harvard Graduate School of Business Administration, 1924; Professor and Head of Department
- *ROGER A. DUNBIER.....*Geography*
 B.A., Oxford University, 1957; Instructor
- JOSEPH G. DUNN.....*Elementary Education*
 Ed. D., University of Missouri, 1955; Professor
- BERYL A. EAGLESON.....*English*
 B.S., University of Omaha, 1958; Instructor
- JAMES M. EARL.....*Mathematics*
Emeritus 1962
 Ph.D., University of Minnesota, 1928; Professor and Head of Department
- LINDA L. EDELEN.....*Physical Education for Women*
Dooley
 B.S., University of Wisconsin, 1960; Instructor
- LLOYD D. ELLERBECK.....*Physics*
 M.S., Iowa State College, 1959; Instructor
- CHRISTOPHER S. ESPINOSA.....*Foreign Languages*
 Ph.D., University of Rome, Italy, 1924; Professor and Head of Department
- J. KENNETH FISCHER.....*Physical Education for Men*
 B.S., University of Nebraska, 1950; Instructor; Assistant Coach
- VIRGINIA FRANK.....*English*
 M.A., Brown University, 1961; Instructor
- ALBENO P. GARBIN.....*Sociology*
 Ph.D., Louisiana State College, 1961; Assistant Professor

LeMar

- PAUL JAY GARDNER.....*Biology*
M.S., University of Wichita, 1955; Assistant Professor
- WARREN Y. GORE.....*Speech*
Ph.D., Northwestern University, 1961; ~~Instructor~~ **ASSISTANT**
- FRANK H. GORMAN.....*Education*
Ph.D., University of Missouri, 1931; Professor; Dean of the College of Education; Liaison Director, Child Study Service in co-operation with Omaha Public Schools
- *RUSSELL D. GORMAN.....*Physical Education for Men*
M.S., University of Omaha, 1956; Assistant Professor and ~~Chairman~~ Head of Department
- ERNEST F. GORR.....*Physical Education for Men*
M.S., University of Omaha, 1954; Assistant Professor
- JOE E. HANNA.....*Education*
M.S., University of Omaha, 1961; Instructor
- ROBERT D. HARPER.....*English*
Ph.D., University of Chicago, 1949; Professor; Dean of College of Liberal Arts
- GEORGE T. HARRIS.....*Business Administration*
Ph.D., State University of Iowa, 1953; Professor
- FORREST R. HAZARD.....*Foreign Languages*
M.A., University of Nebraska, 1952; Assistant Professor
- JOHN F. HECKINGER.....*Business Administration*
M.B.A., University of Oklahoma, 1958; Instructor
- CARL W. HELMSTADTER.....*Accounting*
Ph.D., State University of Iowa, 1936; Professor; Dean of College of Applied Arts
- WAYNE M. HIGLEY.....*Accounting*
M.S., University of Illinois, 1960; C.P.A.; Instructor **-Phd 1962**
- ELIZABETH L. HILL.....*Speech*
M.Ed., University of Missouri, 1955; Associate Professor; Associate Dean of Student Personnel
- JACK A. HILL.....*Business Administration*
M.B.A., University of Denver, 1948; Associate Professor
- PETER W. HILL.....*Art*
M.F.A., Cranbrook Academy of Art, 1958; ~~Instructor~~ **ASSISTANT**
- RENE E. HLAVAC.....*Education*
M.S., University of Omaha, 1953; Instructor **Phd**
- WILLIAM C. HOCKETT.....*Accounting*
M.B.A., University of Denver, 1949; C.P.A.; Professor and Head of Department
- LETA F. HOLLEY.....*Secretarial Science*
Ed.D., University of Colorado, 1960; Professor and Head of Department

- JAMES Q. HOSSACK *Engineering*
M.S.C.E., University of Nebraska, 1959; Assistant Professor
- FRANCIS M. HURST *Psychology*
Ed.D., Indiana University, 1954; Associate Professor
- WILLIAM E. JAYNES *Psychology*
Ph.D., Ohio State University, 1955; Associate Professor and Head of
Department; Director, Industrial Testing and Institutional Research
- HARRY W. JOHNSON *Secondary Education*
Ph.D., University of Chicago, 1951; Assistant Professor; Director,
Reading Improvement Laboratory
- HEBERT M. JONES *Education*
Ed.D., Indiana University, 1960; Assistant Professor
- JOAN C. JORGENSEN *Physical Education for Women*
B.S., Purdue University, 1956; Instructor
- FRANCIS S. KELLY *Business Administration*
M.B.A., University of Michigan, 1955; Assistant Professor
- DONALD KEMP *Journalism*
B.S., University of Omaha, 1959; Instructor
- PAUL C. KENNEDY *Secondary Education*
Ed.D., University of Kansas, 1955; Professor and Head of Department
- C. ROBERT KEPPEL *Chemistry*
Ph.D., Massachusetts Institute of Technology, 1959; Assistant Professor
- MARGARET P. KILLIAN *Home Economics*
M.A., Columbia University, 1929; Professor and Head of Department
- CAROLYN J. KUNDEL *Home Economics*
B.S., Iowa State College, 1956; ~~instructor~~ *ASSISTANT*
- BERT M. KURTH *Physical Education for Men*
M.A., University of Iowa, 1948; Instructor; Director, Intramurals
- W. C. B. LAMBERT *Political Science*
Ph.D., Washington University, 1950; Associate Professor
- ALBERT J. LARSON *Geography*
M.A., University of North Carolina, 1958; Instructor
- JOHN D. LEONARD *Business Administration*
LL.B., University of North Dakota, 1950; M.S., Purdue University,
1954; Assistant Professor
- C. GLENN LEWIS *Business Administration*
J.D., University of Iowa, 1927; M.B.A., Indiana University, 1956;
~~Associate~~ Professor; Director, Real Estate
- WALTER W. LINSTROMBERG *Chemistry*
Ph.D., University of Missouri, 1955; ~~Associate~~ Professor
- ELLEN LORD *Library Science*
A.B. in Library Science, University of Michigan, 1938; Associate Pro-
fessor; Librarian

UNIVERSITY OF OMAHA

15

- JOHN W. LUCAS.....*Business Administration*
M.B.A., Ohio State University, 1935; Professor and Head of Department; Dean of the College of Business Administration
- JACK A. MALIK.....*Music*
M.S., University of Illinois, 1956; ~~Instructor~~ **ASSISTANT**
- D. N. MARQUARDT.....*Chemistry*
Ph.D., University of Iowa, 1940; Professor and Head of Department
- ANSON D. MARSTON.....*Engineering*
on leave
M.S.C.E., University of Wisconsin, 1926; EE, Iowa State University, 1931; Professor
- MARION R. MCCAULLEY.....*Library Science*
M.A., University of Iowa, 1950; M.S. in Library Science, University of Illinois, 1952; Assistant Professor; Head Reference Librarian
- EDMUND G. MCCURTAIN.....*Sociology*
Ph.D., Washington University, 1951; Professor and Head of Department
- ROBERT S. MCGRANAHAN.....*Journalism*
M.A., University of Iowa, 1949; Associate Professor; Director, General Printing and Information
- JOHN G. McMILLAN.....*Physics*
M.A., University of Nebraska, 1942; ~~Associate~~ Professor and ~~Head~~ Head of Department
- RAYMOND B. MEANS.....*Library Science*
B.S., University of Omaha, 1956; Instructor; Public Services Librarian
- JOHN D. MILLER.....*Music*
Ph.D., Eastman School of Music, 1961; Associate Professor
- JOYCE MINTEER.....*Business Administration*
Associate
M.B.A., Indiana University, 1941; ~~Assistant~~ Professor
- DAVID P. MOORE.....*Foreign Languages*
M.A., University of Iowa, 1954; Assistant Professor
- KIRK E. NAYLOR.....*Education*
Ed.D., University of Kansas, 1952; Professor; Dean of Administration
- KENNETH E. NEHMER.....*Art*
M.A., Colorado State College, 1953; Assistant Professor
- JOHN M. NEWTON.....*Psychology*
Ph.D., Ohio State University, 1955; Assistant Professor
- ROY W. NOLTE.....*Education*
Emeritus - 1962
M.A., University of Missouri, 1935; Associate Professor; Supervisor, C.A.E. Military Education Program
- HEDVIG C. M. NYHOLM.....*English*
M.A., Middlebury College, 1942; Associate Professor

- B. GALE OLESON *Associate* *Education*
 Ph.D., University of Wyoming, 1953; ~~Assistant~~ Professor; Director,
 Academic Testing and Counseling
- MELVIN D. OLSON *Music*
 M.M., Westminster Choir College, 1960; Assistant Professor
- DONALD K. ORBAN *Speech*
 M.A., Indiana University, 1961; Instructor
- DOROTHY M. PATACH *Assistant* *Nursing Education*
 M.S., University of Omaha, 1961; ~~Instructor~~; Counselor of Nurses
- ALDRICH K. PAUL *Speech*
 Ph.D., University of Denver, 1954; Associate Professor and Head of
 Department
- WILFRED PAYNE *Philosophy*
 Ph.D., University of Wisconsin, 1930; Professor and Head of Depart-
 ment of Humanities
- D. T. PEDRINI *Psychology*
 Ph.D., University of Texas, 1958; Associate Professor; Director, Child
 Study Service in co-operation with Omaha Public Schools
- KERMIT C. PETERS *Music*
 M.M., Eastman School of Music, 1958; Instructor
- JAMES B. PETERSON *Music*
 Ph.D., University of Iowa, 1953; Professor and Head of Department
- PAUL V. PETERSON *Journalism*
 M.A., University of Minnesota, 1954; Associate Professor and Head
 of Department
- DONALD J. PFLASTERER *Education*
 M.Ed., University of Nebraska, 1952; Associate Professor; Dean of
 Student Personnel
- CHERYL H. PREWETT *Engineering*
 M.S., Oklahoma A & M, 1938; ~~Associate~~ Professor
- RONALD L. PULLEN *Education*
 M.S., University of Omaha, 1955; Instructor; Director of Audio Visual
 Department
- GEORGE R. RACHFORD *Education*
 Ed.D., Indiana University, 1955; ~~Associate~~ Professor; Director of Grad-
 uate Division
- VERDA C. RAUCH *Secretarial Science*
 M.B.Ed., University of Colorado, 1955; Assistant Professor
- HARRY L. RICE *Mathematics*
 M.S., University of Iowa, 1928; Associate Professor
- ROY M. ROBBINS *History*
 Ph.D., University of Wisconsin, 1929; Professor

Gene A. Pratt, Asst. prof. Botany
 MS Brigham Young U., 1957

- PAUL C. RODGERS.....*English*
Ph.D., Columbia University, 1955; Associate Professor
- WILLIS P. ROKES.....*Insurance*
Ph.D., Ohio State University, 1959; Associate Professor and Head of Department
- GEORGE A. ROTHROCK, JR.*History*
Ph.D., University of Minnesota, 1958; Assistant Professor
- KATHRYN M. SCHAAKE.....*Physical Education for Women*
M.A., New York University, 1951; Assistant Professor and Head of Department
- *GORDON SCHILZ*Geography*
Ph.D., Clark University, 1948; Professor and Head of Department
- VIRGIL SHARPE*Speech*
University of Omaha; Instructor
- DONALD E. SHULT*Physics*
M.S., Western Illinois University, 1957; Assistant Professor
- CURTIS B. SIEMERS.....*Speech*
M.A., University of Nebraska, 1952; Instructor; Assistant Dean of Student Personnel
- RAYMOND A. SMITH, JR.*History*
Ph.D., Stanford University, 1961; Instructor
- OTTO W. SNARR, JR.*Education*
Ph.D., University of Wyoming, 1954; Associate Professor; Assistant Dean of College of Adult Education
- SEBASTIAN A. SPAGNUOLO.....*Foreign Languages*
Ph.D., Universidad Interamericana, 1961; Assistant Professor
- PAUL J. STAGEMAN.....*Chemistry*
M.S., University of Iowa, 1950; ~~Assistant~~ *Associate* Professor
- ELROY STEELE*Economics*
Ph.D., State University of Iowa, 1957; Associate Professor
- BENJAMIN STERN*Mathematics*
M.S., California Institute of Technology, 1935; ~~Instructor~~ *ASSISTANT*
- DORIS H. TABOR*Education*
M.S., University of Omaha, 1958; ~~Instructor~~ *ASSISTANT*
- JAMES L. TAGGART.....*Music*
M.F.A., University of Iowa, 1960; Assistant Professor
- DANIEL C. TREDWAY.....*Elementary Education*
Ed.D., University of Wyoming, 1959; ~~Assistant~~ *Associate* Professor
- RAYMOND W. TRENHOLM.....*Music*
M.M., University of Michigan, 1942; Assistant Professor
- A. STANLEY TRICKETT.....*History*
Ph.D., The Victoria University of Manchester, England, 1935; Professor and Head of Department

UNIVERSITY OF OMAHA

- MARGERY B. TURNER *English*
B.S., Iowa State University, 1951; Instructor
- WILLIAM T. UTLEY *Political Science*
M.A., University of Arkansas, 1936; Professor and Head of Department; Director, Public Affairs Institute
- PHILIP H. VOGT *Sociology*
M.S., Washington University, 1935; Associate Professor
- RALPH M. WARDLE *English*
Ph.D., Harvard University, 1940; Professor and Head of Department
- DONALD C. WATCHORN *Physical Education for Men*
B.S., Midland College, 1946; Instructor, Assistant Coach
- FREDERICK C. WEISSER *Engineering*
B.S.C.E., Texas University, 1952; Instructor
- S. V. WILLIAMS . . . *Emeritus 1962* *Engineering*
M.E., Carnegie Institute of Technology, 1927; Professor and Head of Department
- DONALD Z. WOODS *Speech*
Ph.D., University of Minnesota, 1950; Professor; Dean of College of Adult Education
- VIRGIL V. YELKIN *Physical Education for Men*
M.S., University of Omaha, 1957; Associate Professor; Director of Athletics; Baseball Coach

* Leave of Absence, 1961-62

AIR FORCE ROTC DETACHMENT 470

- LT. COLONEL SHIRL H. SWENSON *Air Science*
M.A., Georgetown University, 1954; Professor
- CAPTAIN JOSEPH M. DAVIS *Air Science*
B.A., Marietta College, 1950; Assistant Professor, Commandant of Cadets
- H. C.* MAJOR EMILIO RATTI *Air Science*
M.A., State University of Iowa, 1957; Associate Professor, Director of Instruction
- T/SGT. ROBERT M. HASAKA *Air Science*
Chief Clerk
- S/SGT. BILLIE G. BROWN *Air Science*
Supply NCO
- S/SGT. RICHARD L. GRIM *Air Science*
Cadet Records NCO

ADMINISTRATIVE STAFF

BETTY DAVIS, B.A.	<i>Executive Secretary, Alumni Association</i>
THELMA ENGLE.	<i>University Hostess</i>
WILLIAM GERBRACHT, B.A.	<i>Director of Placement</i>
CAROL GRAHAM	<i>Acting Manager, Food Services</i>
YVONNE HARSH, B.A.	<i>Director, Teacher Placement</i>
JOHN F. HECKINGER, M.B.A.	<i>Director, Auxiliary Agencies</i>
ELIZABETH L. HILL, M.Ed.	<i>Associate Dean of Student Personnel</i>
MRS. RUTH EICHHORN, R.N.	<i>University Nurse</i>
WILLIAM E. JAYNES, Ph.D.	<i>Director, Industrial Testing and Institutional Research</i>
HAROLD KEEFOVER, B.S.	<i>Controller</i>
BERNARD L. KOENIG.	<i>Manager, University Bookstore</i>
CLARENCE P. LEFLER, B.A., E.E.	<i>Superintendent, Buildings & Grounds</i>
ELLEN LORD, B.A.L.S.	<i>Librarian</i>
M. G. MCARDLE, M.D.	<i>University Physician</i>
ROBERT S. McGRANAHAN, M.A.	<i>Director, General Printing and Information</i>
KIRK E. NAYLOR, Ed.D.	<i>Dean of Administration</i>
JAMES D. OCHSNER, B.S.	<i>Purchasing Agent</i>
B. GALE OLESON, Ph.D.	<i>Director, Academic Testing & Counseling</i>
JOHN E. PEARSON, A.B.A.	<i>Stenographic Bureau Manager</i>
DONALD J. PFLASTERER, M.Ed.	<i>Dean of Student Personnel</i>
RONALD L. PULLEN, M.S.	<i>Director, Teaching Aids</i>
MARILYN SHANAHAN.	<i>Secretary, Graduate Division</i>
CURTIS B. SIEMERS, M.A.	<i>Assistant Dean of Student Personnel</i>
ALICE C. SMITH, B.A.	<i>Dir. of Admissions Registrar</i>
HAZEL C. SPANGLER.	<i>Secretary to the President</i>
VELMA TITZELL.	<i>Cashier</i>
HARVEY VOGLER.	<i>Business Manager of Athletics</i>
VIRGIL YELKIN, M.S.	<i>Director of Athletics</i>
Genevieve Price - - - - -	<i>Recorder</i>
Virgil Sharpe - - - - -	<i>Registrar</i>

UNIVERSITY OF OMAHA

EMERITUS FACULTY

- LESLIE N. GARLOUGH. *General Sciences*
Ph.D., University of Minnesota, 1931; Professor and Head of Department of General and Natural Sciences, 1931-1957
- E. M. HOSMAN *Education*
M.A., University of Chicago, 1915; Professor; Dean of College of Adult Education, 1932-1953
- JAY B. MACGREGOR *Education*
Ph.D., University of Iowa, 1931; Professor; Dean of Student Personnel, 1952-1960
- T. E. SULLENGER *Sociology*
Ph.D., University of Missouri, 1930; Professor; Head of Department, 1923-1958
- WILLIAM H. THOMPSON *Psychology*
Ph.D., Ohio State University, 1930; Professor; Head of Department of Philosophy and Psychology; Director, Child Study Services in cooperation with Omaha Public Schools; Dean of the College of Liberal Arts; 1931-1959
- NELL WARD *Chemistry*
Ph.D., University of Iowa, 1939; Professor; Head of Department; 1918-1955

FACULTY LECTURERS

- CASPER Y. OFFUTT *Latin American History*
LL.D., Harvard University, 1920
- BENJAMIN F. SCHWARTZ *Ethics and Religion*
S.T.B., Boston University School of Theology, 1922

ASSISTANT INSTRUCTORS

- HELENA BELL *Music*
M.M., Eastman School of Music, 1948; Assistant Instructor
- FRANKLIN H. BURDEN *Chemistry*
B.S., Nebraska Wesleyan University, 1959; Assistant Instructor
- YVONNE HARSH *Education*
B.A., Duchesne College, 1942; Assistant Instructor
- CHARLES L. SEDLACEK *Physics*
B.A., University of Omaha, 1959; Assistant Instructor

COLLEGE OF ADULT EDUCATION

DONALD Z. WOODS, Ph.D., *Dean*

OTTO W. SNARR, Ph.D., *Assistant Dean*

MICHEL BEILIS, M.A., *Director, Community Services and Conference Center Programs*

ROY W. NOLTE, M.A., *Supervisor, Education Programs for Military Personnel*

BERNARD L. BEHERS, M.S., *Assistant Supervisor, Education Programs for Military Personnel*

WILLIS P. ROKES, *Director, Insurance Training Program*

VIRGIL SHARPE, *Co-operative Programs for Business and Industry*

WILLIAM T. UTLEY, M.A., *Director, Public Affairs Institute*

INSTRUCTORS AND LECTURERS

BIOLOGY

LLOYD L. DARROW, M.S., University of Omaha, 1952

BUSINESS ADMINISTRATION

NEIL V. BEDELL, M.B.A., New York University, 1945

EDSON L. BRIDGES, M.B.A., Harvard Business School, 1956

EDWARD T. FINN, B.S., Creighton University, 1951; C.P.A., 1955

KENNETH C. FLINT, B.A., University of Miami, 1934

KENNETH R. FORD, B.S., University of Omaha, 1956

HUGO KAHN, M.S., University of Illinois, 1954

JOSEPH KIRSHENBAUM, B.S., University of Omaha, 1953

CECIL F. MCGEE, M.A., University of Omaha, 1955

PAUL A. RAUTH, LL.B., Creighton University, 1955

ROBERT M. SPIRE, LL.B., Harvard Law School, 1952

W. L. SUNDERMAN, B.S., University of Nebraska, 1935

THURLAN W. WENDELL, B.S., University of Nebraska, 1940

R. WAYNE WILSON, LL.B., University of Illinois, 1947

ECONOMICS

LAWRENCE A. DANTON, M.S., Iowa State University, 1948

EDUCATION

MELDA E. ALBER, M.A., Columbia University, 1941

EMIL E. BLAZEK, M.S., University of Omaha, 1950

ROBERT L. CRUMP, M.A., Eastern Michigan College, 1959

JACK DRAKE, M.A., State University of Iowa, 1959

EVA H. ERICKSON, M.S., Northwestern University, 1947

EDNA A. FAGAN, B.S., University of Omaha, 1944

C. JOSEPH GIANGRECO, Prof. Dip., Gallaudet College, 1954

ENID F. HUMPHREY, M.S., Kansas State University, 1955

JOHN C. MCQUINN, Ed.D., University of Nebraska, 1958

ESTHER PILSTER, M.S., University of Omaha, 1960

GEORGE PROPP, M.A., University of Omaha, 1959

HELEN E. PURDY, M.S., Illinois State Normal University, 1957

SHIRLEY ROBINS, B.S., University of Omaha, 1951

PAUL THOMPSON, M.A., University of Nebraska, 1934

PAUL J. TURNQUIST, Ed.D., Colorado State College, 1957

CAROL M. WILSON, M.A., University of Iowa, 1956

ENGINEERING

WALTER A. CHATFIELD, B.S., University of Colorado, 1949
WILFRED G. HILL, B.S., Iowa State University, 1926
HERBERT L. WEIL, M.S.E., University of Michigan, 1925

ENGLISH

VESTA V. DOBSON, M.A., University of Omaha, 1955
MARY MCCOY, B.A., University of Omaha, 1955
HELEN PAYNE, M.A., University of Wisconsin, 1922

FOREIGN LANGUAGES

ANATOLE CIGLERIS, University of Omaha
VOJISLAV DOSENOVICH, M.A., University of Omaha, 1953
PEGGY C. PAYNE, B.A., Birmingham-Southern College, 1944
AL TOTILAS, B.A., University of Omaha, 1957
NORMAN L. ZINN, M.A., University of Kansas, 1954

GEOGRAPHY

ROBERT R. MILLER, M.S., University of Kansas, 1956
NATHAN R. MOHAR, M.S., University of Illinois, 1933

HISTORY

ROBERT M. FARRA, M.A., University of Omaha, 1960
HARLAND B. MOULTON, M.A., University of Minnesota, 1949

HOME ECONOMICS

MARTHA BOHLSSEN, Edison Appliance Institute, 1934
PATRICIA M. GOODRICH, B.S., University of Nebraska, 1941
CHRISTINA A. HEDELUND, B.S., University of Omaha, 1951

MATHEMATICS

ROY L. HEATH, JR., B.A., University of Omaha, 1956
CLAYTON JENSEN, Ph.D., Massachusetts Institute of Technology, 1960
DONALD B. JOHNSON, M.A., University of Omaha, 1952

PHYSICS

PAUL B. ACKERSON, M.S., University of Omaha, 1952

POLITICAL SCIENCE

G. WAYNE GLIDDEN, M.Ed., University of Idaho, 1957

PSYCHOLOGY

SOL L. GARFIELD, Ph.D., Northwestern University, 1942
DAVID HOLT, M.A., George Washington University, 1949
ROBERT H. HORNBERGER, Ph.D., State University of Iowa, 1957
PETER V. KNOLLA, M.A., University of Omaha, 1949
NORMAN MILGRAM, Ph.D., Boston University, 1958
KELLOG V. WILSON, Ph.D., University of Illinois, 1954

RELIGION

SIDNEY H. BROOKS, M.H.L., Hebrew Union College, 1946
MYER S. KRIPKE, M.H.L., Jewish Theological Seminary, 1937
BENJAMIN SCHWARTZ, S.T.B., Boston University of Theology, 1922
ERNEST E. SMITH, Th.D., Northern Baptist Theological Seminary, 1939
ARTHUR E. WOLFGARTH, B.D., University of Chicago, 1957

SOCIOLOGY

GAYLON L. KUCHEL, M.A., State University of Iowa, 1950

SPEECH

KENNETH BURKHOLDER, M.A., University of Michigan, 1937
KENNETH J. GILREATH, B.A., Wayne State Teachers College, 1955
KENNETH E. ROY, B.A., Hastings College, 1954
DALE A. SAMUELSON, M.A., University of Nebraska, 1959

ACCREDITED STANDING

The University of Omaha is fully accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, and is a member of the National Commission on Accrediting (not an accrediting agency), the American Association of Colleges of Teacher Education, the American Association of Urban Universities, the Association of American Colleges, the National University Extension Association, and the American Council on Education. It is on the approved list of the American Association of University Women and was included on the last accredited list issued by the Association of American Universities. Its courses are accepted, for purposes of certification, by the Nebraska State Department of Public Instruction.

Course credits from the University of Omaha are accepted by other colleges and universities which are members of the North Central Association and by other regional accrediting agencies.

The University maintains an institutional membership in the Midwest Conference on Graduate Study and Research.

UNIVERSITY REGULATIONS

The University and its various colleges, divisions, and departments reserve the right to change the rules controlling admission to, instruction in, and graduation from the University or its various divisions.

Such regulations are operative whenever the University authorities deem necessary and apply not only to prospective students but also to those currently enrolled in the University.

The University also reserves the right to withdraw courses, to reassign instructors, and to change tuition and fees at any time.

ADMISSION TO THE UNIVERSITY

I. PROCEDURES FOR SECURING ADMISSION

1. Obtain an application blank from the Office of the Registrar, Room 200. The blank will be mailed upon request.
2. Return properly completed application blank to the Registrar's office. An official copy of your high school record (transcript) must either accompany the application or be sent by your high school principal. Students who are transfers from other colleges are required to have official transcripts and evidence of honorable dismissal sent to the Office of the Registrar from each institution attended. All credentials become the property of the University and are not returned to the individual student.
3. All credentials must be on file in the Office of the Registrar before registration may be completed.
4. Report for Guidance Examinations (not entrance examinations) according to scheduled time of administration. Transfer students report unless notified of acceptance with a minimum of 58 semester hours. The fee for the examination taken at a regularly scheduled time (see calendar) is \$5.00, payable in advance.
5. Appear for physical examination on scheduled date (see University Calendar).
6. Attend New Student Day Activities.
7. Complete registration for classes on scheduled date (see University Calendar).

II. REQUIREMENTS FOR ADMISSION

1. A graduate of any accredited high school is eligible to apply for freshman standing. The colleges require presentation of credit in certain subjects as indicated:

COLLEGE OF ADULT EDUCATION	See Page 103
COLLEGE OF LIBERAL ARTS	See Page 32
COLLEGE OF APPLIED ARTS	See Page 59
COLLEGE OF BUSINESS ADMINISTRATION	See Page 85
COLLEGE OF EDUCATION	See Page 73

2. Graduates of non-accredited high schools may be admitted provisionally. Such students must acquire regular standing, through successful course work, within their first semester of residence.

3. Persons at least 21 years of age who do not fulfill the admission requirements for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted, upon approval, to adult special classification. An applicant under 21 years of age may be admitted to the College of Adult Education on approval of the Dean.
4. Adult special students are governed by the same rules as regular students, but are not candidates for graduation until they have fulfilled all requirements, including those for admission.

III. ADVANCED STANDING

Credits submitted from other colleges and universities will be properly evaluated for admission to any one of the five colleges by the University Committee on Admissions and Advanced Standing. Such transcripts must be received *six weeks prior* to the beginning of the semester for evaluation and should indicate the College which the student desires to enter, otherwise the transfer student must elect courses at his own risk during his first semester in attendance.

IV. COUNSELING

1. The University believes that academic programs can be most efficiently planned in terms of the interests, aptitudes, and objectives of the individual student; therefore, an extensive counseling system has been developed.
2. All new students who have not reached junior standing are required to take a series of guidance examinations.
3. Each student is assigned to an academic counselor who will, through interpretation of the examination results and by personal interview, advise the student on the courses for which he should register. It is desirable to take these examinations as early as possible in advance of the opening of the school year. One full day is required. The date scheduled for such guidance examinations will be stated in the letter of acceptance for admission to the University, which the student receives from the Registrar's Office. A student may not complete his registration or attend classes until these guidance examinations have been completed.

All inquiries and correspondence relating to the admission of day school students should be addressed to:

The Registrar
THE UNIVERSITY OF OMAHA
OMAHA 1, NEBRASKA

ACADEMIC STANDING

COURSE CREDIT

Course credit is determined by the number of hours per week a class is in session, with some exceptions such as laboratory, physical education, band, and choir. A course scheduled to meet three times per week for a semester merits, therefore, three semester hours credit.

STUDENT STUDY LOAD

1. A normal student load is 15 credit hours.
2. To elect fewer than 15, permission must be secured from the student's counselor.
3. To be classified as a regular student, a minimum load of 12 credit hours is required.
4. Permission to carry less than 12 credit hours or more than 17 credit hours must be secured from the student's academic Dean.
5. Any student granted permission to carry less than 12 credit hours shall be considered as a *special* student. In no case shall a student carry more than 21 hours in any one semester.
6. A student shall not carry 18 semester hours of work unless he has maintained an average of "B" in a regular 15 hour load during the preceding semester. Application for permission to register for 18 hours or more should be made first to the academic counselor and then to the academic Dean.

This regulation applies to total or equivalent credits for courses taken in some other institution, in night school, audit courses, non-credit courses, or certificate courses, in addition to credits obtained in residence.

7. Entering freshmen shall be limited to 16 hours except as otherwise required by specific programs, such as engineering and pre-medicine.
8. The credit hour load for which the student is registered at the end of the eighth week shall be considered as his total credit hour load or total credit hours attempted for the semester.

UNIVERSITY OF OMAHA

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CLASSIFICATION, GRADES, QUALITY POINTS,
AND PROMOTION

A student's academic classification is determined by the number of semester hours of academic credit earned and the quality of his work as expressed in quality points.

Academic Classification	Range in Semester Hours	Minimum Quality Points
Freshman	0 through 26	
Sophomore	27 through 57	40
Junior	58 through 90	104
Senior	91 through 124	182

Grades are determined by the daily record of the student and the record made on quizzes, mid-semester and semester examinations. The weight attached to each of these factors is determined solely by the instructor of the course.

The grading system is as follows:

Passing grades are A, B, C, and D, the last named being the lowest. F indicates failure and results in loss of credit. Each hour of credit carries quality points computed according to the following schedule:

- For each semester hour of A, 4 quality points
- For each semester hour of B, 3 quality points
- For each semester hour of C, 2 quality points
- For each semester hour of D, 1 quality point

In addition to the above, the grades "Con." (condition) and "Inc." (incomplete) carrying "0" quality points are given under the following provisions:

CON.—A condition indicates that the student has not done sufficient satisfactory work to entitle him to credit. The instructor shall determine how the condition may be removed and report to the Registrar when the condition is removed. If the condition is not removed within one year, the course mark is recorded as a failure.

INC.—A student may be reported incomplete if some minor portion of the work remains unfinished, provided the student's standing in the course is not below "D." *An incomplete must be made up during the first nine weeks of the following semester.* After this time an "Inc." becomes a failure, unless the Deans of the Colleges have approved an extension of the time limit.

Students receiving the grade "Con." or "Inc." will be held responsible for understanding the regulations governing removal of "Con." and "Inc."

To be eligible for a degree or an associate title, a student must present a scholastic average of "C" — 2.0 quality points.

All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to drop all classes and withdraw from the University proceeds as follows:

1. Obtain withdrawal slip from the Registrar's Office.
2. Confer with his counselor and obtain his signature on the withdrawal card.
3. Confer with his Academic Dean and obtain his signature on the withdrawal card.
4. Report to the Office of the Dean of Student Personnel and turn in your activity and library card.

Refunds will be based on the official schedule (page 125) of this catalog).

DROP—When a student finds it necessary to drop a course, he should notify the Registrar immediately. If a student is passing at the time he withdraws, his record will be marked "W," indicating that he withdrew in good standing. If the student is failing at the time he withdraws, his record will be marked "X," indicating that he was failing at the time of withdrawal.

A student may not drop a course with any other grade than "F" after the eighth week of the semester.

EXAMINATIONS

All examinations must be taken at the scheduled time; otherwise a late fee is charged. See page 124 for special examination fee.

ACADEMIC PROBATION

Academic probation is a status invoked whenever the academic performance of the student gives indication that he is falling significantly below the rate of academic progress expected of his academic classification. It is a period during which the student is given an opportunity to determine for himself whether he should continue his present college

program relatively unchanged. Whenever a student in the Regular Session or the Summer Session, or a student whose work is divided between the Regular Session and the College of Adult Education completes a semester with a quality point average as shown in the table below, his case will be considered by the Committee on Academic Standing and he *will* be placed on *academic probation* by action of the committee.

FRESHMAN, when any semester average falls below 1.2 or the cumulative average falls below 1.5 at the time he has earned 12 - 26 hours of credit.

SOPHOMORE, when any semester average falls below 1.6 or the cumulative average falls below 1.8 at the end of the sophomore year.

JUNIOR, when any semester average falls below 1.8 or the cumulative average falls below 2.0 at the end of the junior year.

SENIOR, when any semester average falls below 2.0 or the cumulative average falls below 2.0 at the end of the senior year.

SPECIAL, when any semester average or the cumulative average falls below that required of a regular student with equivalent credit hours.

To be restored to good standing, a student must earn the required minimum semester quality point average or raise his cumulative quality point average to the required minimum for his academic classification.

A student who has been placed on academic probation because of incompletes may be restored to good standing immediately upon completion of his incompletes providing his resulting semester and cumulative average meet the requirements for his particular classification.

The Faculty Committee on Academic Standing may recommend that a student on probation be denied the privilege of participating in co-curricular activities. This exclusion from co-curricular activities for academic reasons is enforced not as a punishment; it is to give the student time to restore himself to good standing.

Intercollegiate athletic participation is controlled by the Central Intercollegiate Conference.

ACADEMIC SUSPENSION

For students failing to meet the requirements for restoration to good standing after one semester on probation, extension of probation or suspension shall be by action of the Committee on Academic Standing.

The Committee on Academic Standing will entertain applications for reinstatement which carry the appropriate academic Dean's recommendations when they have been presented not later than September 1 for the first semester and January 15 for the second semester.

The Committee may or may not grant permission for re-registration; however, should conditions warrant, the committee may grant permission for the student to re-register on a probationary basis.

GENERAL ACADEMIC REGULATIONS

The Academic Year—Two semesters of approximately 18 weeks each constitute the academic year. The unit of instruction is the semester hour, which signifies one recitation a week throughout the semester, or an equivalent.

Late Registration—Registration in any course for credit toward any degree, or any change of registration involving the addition of a course, is not permitted after the end of the first week of any semester or after the end of the third day of the summer session.

Credit—Not more credit than the amount stated in the catalog is permitted in any course. To receive credit all work must be done under the supervision of a member of the faculty.

Audit Courses—A student may not change from audit to credit registration after the first week of a course.

Examinations—During the semester, examinations and quizzes are arranged by the faculty. Grades for those students who are not doing satisfactory work are reported by instructors to the Office of the Dean of Student Personnel at the middle of the semester. The last week of the semester is devoted to final examinations. Each examination is scheduled for two hours.

Students who are on scholarships or who wish to be eligible for activities must make up incomplete grades within two weeks of the last final examination. Unless these are made up, the student cannot be certified as being eligible.

Special Examination for Credit—Individuals desiring to earn credit by special examination shall pay the special examination fee and the tuition for the number of credit hours covered prior to taking a special examination. The Dean of the College concerned will determine whether a special examination may be taken and will arrange for the examination to be prepared, and he will set the time and place for the administration of it. Except

as provision is made for granting credit by the General Educational Development Tests, the number of credits earned by special examination shall not exceed 21 semester hours.

Application for Degrees—Applications for all degrees and associate titles must be filed in the Office of the Registrar at the beginning of the semester and not later than the date listed in the University Calendar, see page 6.

Attendance at Commencement—Candidates for degrees are required to attend the commencement exercises in academic costume. Anyone finding it necessary to have his degree conferred *in absentia* must petition his academic Dean three weeks prior to the commencement exercises and pay the required fee.

Candidacy for a Second Baccalaureate Degree—A student who has met the requirements for a baccalaureate degree must complete a minimum of 30 additional semester hours at the University of Omaha for a second baccalaureate degree. A plan of study for the additional hours, approved by the department head and Dean(s) primarily concerned, must be filed in the Office of the Registrar by the completion of the fifteenth additional hour. Two baccalaureate degrees may be awarded simultaneously when the student becomes eligible to receive them.

Graduate Study — See page 109.

UNIVERSITY CREDIT COURSES

All credit courses offered by the University may be applied toward any degree or certificate granted, except as stated under each department.

All courses offered for credit, whether scheduled for the regular academic year, the evening classes, or summer sessions, are listed by departments. General introductory courses are listed first.

The system of course numbers is arranged to indicate the level of instruction.

The first figure in each number designates the group to which a course belongs:

- 100-99 — Courses open primarily to freshmen
- 200-99 — Courses open primarily to sophomores
- 300-99 — Courses open primarily to juniors
- 400-99 — Courses open primarily to seniors
- 500 — Courses open primarily to graduate students

Registration in courses more than one group removed from a student's class standing is permitted only in music, speech, mathematics, physical education, and beginning foreign languages, except in special cases by permission of the Deans of the Colleges.

THE COLLEGE OF LIBERAL ARTS

ROBERT D. HARPER, *Dean*

GENERAL INFORMATION

The College of Liberal Arts offers work toward the degrees of Bachelor of Arts and Bachelor of Fine Arts as well as pre-professional programs for students planning to enter such fields as medicine, law, and theology. The College is organized into 17 departments, grouped under the three large divisions of the Humanities, the Social Sciences, and the Natural Sciences.

The Lower Division of the College, comprising the first two years of work, offers a program of general education with emphasis on breadth rather than depth. Subjects required or recommended for freshmen and sophomores include English, foreign languages, physical education, and basic courses in each of the three subject divisions. A somewhat less flexible program is prescribed for some pre-professional students.

The last two years of the liberal arts program, while essentially a continuation of the Lower Division work, provide for specialization in one or two subject areas. At present, academic majors are available in the following fields: art, biology, chemistry, economics, English, foreign languages and literatures, geography, history, mathematics, music, physics, political science, psychology, science, sociology, and speech.

The pre-professional programs of study are determined largely by the requirements of the graduate or professional schools which students intend to enter. If arranged carefully, they provide a sufficient variety of courses so that their objectives are virtually the same as those of the four-year course leading to the degree of Bachelor of Arts.

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

1. *Total hours.* Each candidate must present a total of at least 125 semester hours of college credit.
2. *Quality of work.* Each candidate for the degree must attain an average grade of at least "C" in all college work, including work transferred from other institutions. In his major field the candidate must attain at least a "C" grade in as many credit hours of work as the minimum number required for the major in the department concerned. All grades reported by the faculty to the Registrar become a part of the student's permanent record and are included in the computation of his grade point average, even though some of these grades may be for work done in excess of the 125 hours required for graduation.

3. *Residence.* Thirty of the last 36 hours required for the degree must be registered for and carried at the University of Omaha.

4. *Physical education.* The equivalent of at least four semester hours of college work in physical education or four semesters of Air Force ROTC is required for each candidate who is under the age of 21 at the time of his entrance into the University and not yet over the age of 24 upon graduation.

5. *English.* The requirement in English is six semester hours of credit in courses to be determined by the Department of English.

6. *Foreign Language.* The candidate must present two years of college work in a foreign language or the equivalent thereof as determined by the Department of Foreign Languages and Literatures. An acceptable equivalent may consist of:

- (a) Two semesters of work in a foreign language in high school, plus three semesters of college work in the same language.
- (b) Three *or* four semesters of work in a foreign language in high school, plus two semesters of college work in the same language.
- (c) Six semesters of work in a foreign language in high school.

7. *The Divisions.* In each of the three divisions — Humanities, Natural Sciences, and Social Sciences — the requirement is at least 12 credit hours, of which not more than eight may be from a single department of that division. Each five semester hours of credit in a general divisional course in any of these divisions may be presented in lieu of six hours of credit in departmental courses in the same division. For the purpose of meeting this and other requirements, the three divisions are defined in terms of their constituent departments as follows:

Humanities: Art, English, foreign languages, music, philosophy, religion, and speech.

Natural Sciences: Biology, chemistry, mathematics, physics, and certain designated courses in geography.

Social Sciences: Economics, geography, history, political science, psychology, and sociology.

It is to be specifically noted that the following courses may not be used to satisfy any part of the requirement in humanities:

Art 330, 336, 430, and 436; English 109, 110, 111, 112, 115, and 240; and courses in foreign languages bearing numbers below 213.

8. *Major field.* Each candidate must present a major consisting of at least eighteen credit hours of work designated as appropriate by the faculty

in one of the following fields: art, biology, chemistry, economics, English, French, geography, German, history, mathematics, music, physics, political science, psychology, science, sociology, Spanish, speech. A candidate meeting the requirements in each of two fields may present a double major in these fields. All changes in the stated lists of major fields require the approval of the faculty of the College.

9. *Maximum hour limits.* No candidate may count toward the Bachelor of Arts degree a total of more than 40 credit hours in any one department of the College, including the department in which he presents his major; nor may he count a total of more than 40 hours of courses offered outside the College of Liberal Arts (or its equivalent in another institution). A specific exception to the 40-hour limitation is made in the field of chemistry, in which the student may present a maximum of 44 hours.

10. *Special provisions for professional students.* Students who have completed 96 semester hours of work at the University of Omaha shall be eligible for the degree of Bachelor of Arts after the satisfactory completion of a year's work in an approved professional college, provided that the minimum requirements for graduation, except for the total number of hours, have been met, and provided also that the courses taken in the professional college shall be of such nature that they will enable the student to meet the University requirements of concentration of courses in the Upper Division. No more than one-sixth of the last 72 or more of the required 96 hours may be transferred from another institution.

REQUIREMENTS FOR THE BACHELOR OF FINE ARTS DEGREE

Candidates for the degree of Bachelor of Fine Arts must meet all the requirements for the Bachelor of Arts degree, with the following exceptions:

1. *Total hours.* Each candidate must present a total of at least 130 semester hours of credit, rather than 125 hours.

2. *Foreign Language.* The candidate must present one year of college work in a foreign language (or an equivalent approved by the Department of Foreign Languages and Literatures), instead of the two years required for the Bachelor of Arts degree.

3. *Major field.* The only acceptable major fields for this degree are art and music, and the candidate must present at least 40 hours of work in one of these areas.

4. *Maximum hour limits.* A candidate for the Bachelor of Fine Arts degree may present up to a maximum of 68 hours in his major field.

BACHELOR OF ARTS WITH THE SECONDARY SCHOOL CERTIFICATE

MR. F. H. GORMAN, *Adviser*

Students who plan to teach can meet the requirements for the degree of Bachelor of Arts as well as the requirements for the Secondary School Certificate. Students in the College of Liberal Arts who are considering the possibility of teaching careers should consult the Dean of the College of Education about the subjects required for the teaching certificate.

PRE-LEGAL CURRICULUM

MR. TRICKETT, *Adviser*

Students who are preparing through their study at the University of Omaha to attend a law school should anticipate at least three years of college work. Although some schools accept two years of college preparatory work, three years is the minimum required by most law schools and many require the Bachelor of Arts degree.

No program of prescribed studies is outlined for pre-legal students. Rather, and in keeping with the suggestions of the Committee on Pre-Legal Education of the Association of American Law Schools, the academic program of each student is arranged in the way which will best assure the development of those basic skills and insights needed for the study of law. Copies of the summary statement of the Association of American Law Schools may be obtained from the Pre-Legal Adviser.

Under requirement 10 for the degree of Bachelor of Arts, students who take three years of pre-legal work may complete the requirements for the B.A. degree after the first year in law school.

PRE-MEDICAL CURRICULUM

MR. MARQUARDT, *Adviser*

Pre-medical students must secure a minimum of 90 semester hours of college credit before making application to enter most medical colleges. Medical colleges ordinarily give preference to students who have received a baccalaureate degree. The pre-medical program must include at least six hours in English, 15 hours in chemistry, which must include complete courses in inorganic and organic chemistry, eight hours in biology, of which at least four must be in zoology, eight credit hours in physics, and a reading knowledge of a modern foreign language. The remainder of the 90 credit hours should be selected to meet the special interests of the student and the basic requirements for the Bachelor of Arts degree. Courses taught in medical colleges should not be included.

Pre-medical students who elect to obtain the baccalaureate degree before entering medical school must have fulfilled the requirements in each of the three divisions: Humanities, Natural Sciences, and Social Sciences. In addition, they will be required to complete a major consisting of courses specifically required in a field, and of a choice of other courses designated as appropriate by the faculty in that field.

Under requirement 10 for the degree of Bachelor of Arts, students who take three years of pre-medical work may complete the requirements for the B.A. degree after the first year in medical school. Such students may offer six credit hours in philosophy and/or English literature instead of 12 credit hours in the Humanities.

For the convenience of the student, a general pre-medical program is listed below. The basic science requirements are included, but the large number of electives allow such flexibility that the student may choose any one of several fields as a major.

GENERAL PRE-MEDICAL PROGRAM

FIRST YEAR		Second Semester	
First Semester			
*Math. 111A or 113.....	3-5	*Math. 112 or 114.....	3-5
Biol. 113 (Gen. Zool.).....	4	Biol. 114 (Gen. Zool.).....	4
Chem. 111 or 181.....	4	Chem. 112 or 182.....	4
Engl.	3	Engl.	3
†P.E.	2-1	†P.E.	2-1
Electives		Electives	
	16-17		16-17
SECOND YEAR			
*Chem. 213	4 or 5	*Chem. 214	4 or 5
Modern foreign lang.....	5	Modern foreign lang.....	5
*Phys. 111 or 211.....	4 or 5	*Phys. 112 or 212.....	4 or 5
†P.E.	2-1	†P.E.	2-1
Electives		Electives	
	15-16		15-16
THIRD YEAR			
Modern foreign lang.....	3	Modern foreign lang.....	3
Electives		Electives	
	16-18		16-18

*Five hour courses if majoring in chemistry.

†Students may elect Air Force ROTC.

DEPARTMENTS OF INSTRUCTION

Key to symbols:

I — offered in the first semester of each year

II — offered in the second semester of each year

S — offered in the summer session

E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the year in which they will probably be offered (for example, 62-63).

Courses offered by other colleges which are acceptable toward degrees in the College of Liberal Arts are outlined on page 139.

GENERAL DIVISIONAL COURSES

The courses grouped together in this section have several common features. They are introductory in nature, they transcend departmental barriers, and they aim primarily at breadth of knowledge rather than depth. In satisfying the divisional requirements for degrees in the College, the student may offer the ten hours provided by each of these courses in lieu of twelve hours of departmental courses in each of the respective divisions.

THE HUMANITIES

- 101 **Introduction to the Humanities**..... (I-II) each 5 hours
102

THE NATURAL SCIENCES

- 101 **Introduction to the Physical Sciences**..... (I,II,S) 5 hours
102 **Introduction to Biology**..... (I,II,S) 5 hours
103 **Individual Projects in Natural Sciences** Prereq: 101 prerequisite to 103;
104 102 prerequisite to 104 and permission of instructor..... (S) each 1 - 2 hours

THE SOCIAL SCIENCES

- 101 **Introduction to the Social Sciences**..... (I-II) each 5 hours
102

ART

ASSOCIATE PROFESSOR BLACKWELL (HEAD); ASSISTANT PROFESSORS ANDERSEN,
NEHMER; INSTRUCTORS HILL, TWEDT

A major will lead to either the Bachelor of Arts or the Bachelor of Fine Arts degree.

BACHELOR OF ARTS

All majors are required to take a minimum of 33 credit hours; 15 credit hours shall be in the area of history and theory of art and 18 credit hours in the area of studio work. Art 111, 121, 122, 131, 141, 151, and 202 are required.

Students who plan to teach art in the secondary schools are required to have a major in art education, and teaching certification. A total of 125 hours includes 39 in art and 29 hours in education. Electives should comprise such courses needed to fulfill a second teaching field. Art 201, 202, or any art history course, 111, 121 and 122, Art 330 and 336 (or 430 and 436) are required.

BACHELOR OF FINE ARTS

A student may become a candidate for this degree on approval of the Art Faculty. This degree requires a total of 130 credit hours with a minimum of 58 credit hours and a maximum of 68 credit hours in art. Fifteen credit hours shall be in the history and theory of art, 39 credit hours in studio work, and 3 credit hours in thesis. Art 111, 112, 121, 122, 131, 141, 151, 161, and 201 are required.

Majors interested in the special field of art education must include in their courses Art 330 and 336 (or 430 and 436) and Education 351 as part of the Bachelor of Fine Arts requirements.

HISTORY AND THEORY OF ART

201	Introduction to Art	(I)	3 hours
202	Survey of Art History	(II)	3 hours
203	Primitive and Prehistoric Art	(I)	3 hours
204	Ancient Art	(II)	3 hours
305	Medieval Art	(I)	3 hours
306	Renaissance and 17th Century Art	(II)	3 hours
407	18th, 19th, 20th Century Art	(I)	3 hours
408	Oriental Art	(II)	3 hours

ART EDUCATION

330	Art for the Elementary Teacher	(II)	2-3 hours
336	Arts and Crafts	(I,II,S)	3 hours
430	Art for the Secondary Teacher	(II)	2-3 hours
436	Functional Relationship in Crafts	(I,II,S)	3 hours

STUDIO

111	Elementary Drawing A	(I,S)	3 hours
112	Elementary Drawing B Prereq: Art 111.....	(II)	3 hours
121	Elementary Design A	(I,S)	3 hours
122	Elementary Design B Prereq: Art 121.....	(II)	3 hours
131	Elementary Sculpture	(I,S)	3 hours
141	Watercolor Painting	(I,II,S)	3 hours
151	Elementary Printmaking	(I,II,S)	3 hours
161	Elementary Ceramics	(I,II,S)	3 hours
211	Intermediate Drawing Prereq: Art 112.....	(I)	3 hours
221	Intermediate Design Prereq: Art 122.....	(I,II)	3 hours
231	Intermediate Sculpture Prereq: Art 131.....	(I,II,S)	3 hours
241	Elementary Oil Painting Prereq: Art 141.....	(I,II,S)	3 hours
251	Intermediate Printmaking Prereq: Art 151.....	(I,II,S)	3 hours
261	Intermediate Ceramics Prereq: Art 161.....	(I,II,S)	3 hours
281	Jewelry Prereq: 121 or permission of instructor.....	(I,II)	3 hours
311	Advanced Drawing Prereq: Art 211.....	(II)	3 hours
321	Advanced Design: Watercolor Prereq: Art 141.....	(II)	3 hours
331	Advanced Sculpture Prereq: Art 231.....	(I,II,S)	3 hours
341	Intermediate Oil Painting Prereq: Art 241.....	(I)	3 hours
351	Advanced Printmaking Prereq: Art 251.....	(II)	3 hours
361	Advanced Ceramics Prereq: Art 261.....	(I,II,S)	3 hours
371	Advertising Design Prereq: Art 122 or permission of instructor..	(I)	3 hours
372	Illustration Prereq: Art 371.....	(II)	3 hours
422	Advanced Design Prereq: Art 221.....	(II)	3 hours
442	Advanced Oil Painting Prereq: Art 341.....	(II)	3 hours
481	Technical Problems		
482	Prereq: all courses in area.....	(I,II,S)	each 3 hours
491	Thesis		
492	Prereq: permission of department head.....	(I,II,S)	each 3 hours

BIOLOGY

PROFESSOR BUSCH (HEAD); ASSOCIATE PROFESSOR BROOKS;

ASSISTANT PROFESSORS CURRIE, GARDNER

A departmental or education major in biology requires credit in: Biology 113-114, 153-154; a morphological science (Biology 216, 303-304, 351, or 361); physiology (Biology 401-402 or 403-404); Biology 325, 415 and one or more electives from 310, 320, 322, 336, 353, 430, 432; Chemistry 111-112 (or 181-182), 213-214; Physics 111-112 (or 211-212); Mathematics 111A and 112.

A teaching field consists of Biology 113-114, Biology 153-154, Biology 245, and any other course counting toward a biology major, particularly 430 and/or 432.

GENERAL SCIENCE

A major in general science consists of Chemistry 111-112 (or 181-182), Physics 111-112 (or 211-212), Mathematics 111A-112, Biology 113-114, Biology 153-154 or an approved alternate, plus 15 credit hours in advanced courses which count toward a major in biology, chemistry, or physics.

A teaching field consists of Chemistry 111-112 (or 181-182), Physics 111-112 (or 211-212), Biology 113-114, and Biology 153-154.

*Natural Science 102 **Introduction to Biology**.....(I,II,S) 5 hours

*Natural Science 104 **Individual Projects in Biology**.....(S) 1-2 hours

105 **Introduction to Physiology and Anatomy**

Prereq: for student nurses only.....(I) 4 hours

113 **General Zoology**(I-II) each 4 hours

114

125 **Introduction to Microbiology**

Prereq: restricted to nursing and home economics students.....(I,II) 3 hours

153 **General Botany**(I-II) each 4 hours

154

216 **Comparative Anatomy of Vertebrates** Prereq: Biol. 113-114..(II) 5 hours245 **Physiology and Anatomy of Man**

Prereq: Biol. 114 or Nat. Sci. 102.....(I,II) 5 hours

303 **Plant Morphology** Prereq: 1 year of gen. botany.....(I,62-63) 4 hours304 **Plant Anatomy** Prereq: 1 year of gen. botany.....(II,62-63) 4 hours310 **Ecology** Prereq: Biol. 113-114 or 153 and 154.....(II) 3 hours320 **Parasitology** Prereq: Biol. 113-114.....(II,61-62) 4 hours322 **Entomology** Prereq: Biol. 113-114.....(II,62-63) 4 hours325 **Genetics** Prereq: 1 year of college biol.(I,II) 3 hours336 **General Bacteriology**

Prereq: Biol. 153-154, Chem. 111-112 or (181-182).....(II) 4 hours

351 **Histology**

Prereq: 1 year of gen. zool. and a course in anatomy.....(II) 4 hours

353 **Microtechnique** Prereq: 2 years of biological sciences....(I,61-62) 3 hours361 **Embryology** Prereq: Biol. 113-114.....(I) 4 hours401 **General Physiology** Prereq: Mammalian anatomy, 8 hours organic chem.

and 8 hours phys.(I-II) each 3 hours

403 **Plant Physiology** Prereq: 1 year each of botany, organic chem.

and phys.(I-II,61-62) each 3 hours

*May not be used to fulfill any part of a major or teaching field in biology.

- 415 **Biological Theory** Prereq: Genetics.....(II) 3 hours
 430 **Taxonomy of Vascular Plants** Prereq: Biol. 153-154.....(II) 4 hours
 432 **Vertebrate Taxonomy** (exclusive of Aves)
 Prereq: Biol. 216.....(II) 4 hours
 491 **Modern Developments in Biology**
 492 Prereq: permission of instructor.....(E) each 3 hours
 495 **Problems in Biology** Prereq: at least 2 years of college biol. or permission
 496 of instructor.....(I,II,S) 6 hours limit

CHEMISTRY

PROFESSOR MARQUARDT (HEAD); ASSOCIATE PROFESSOR LINSTROMBERG;
 ASSISTANT PROFESSORS KEPPEL, STAGEMAN; ASSISTANT INSTRUCTOR BURDEN

A major in chemistry consists of 42-44 credit hours, including Chemistry 111-112 (or 181-182), 211, 212, 213-214, 349-350, and 8 hours selected from 413, 414, 451-452, or 495-496. Mathematics through integral calculus must be included in the supporting subjects, as well as one year of college physics and a reading knowledge of scientific German. Chemistry 111a and 112a cannot be substituted for chemistry 111-112 or 181-182 in the chemistry major, pre-medical or pre-engineering curriculum without the approval of the department head.

- 101 **College Chemistry**.....(I,S) 5 hours
 102 **Elementary Organic Chemistry**
 Prereq: Chem. 101 or 112 or 182.....(II,S) 5 hours
 104 **Elementary Survey of Organic and Biological Chemistry**
 Prereq: Chem. 101 or 112 or 182.....(II,61-62) 5 hours
 111 **General Chemistry**
 Prereq: 1 year each, high school algebra and geometry.....(I,II,S) 4 hours
 112 **General Chemistry** Prereq: Chem. 111.....(II,S) 4 hours
 121 **Chemistry for Nurses** Prereq: for student nurses only.....(I,II) 4 hours
 181 **General Chemistry** Prereq: 1 year each high school algebra and geometry,
 182 1 year high school chem. and a satisfactory score in the chemistry achievement
 test, 181 prerequisite to 182.....(I-II) each 4 hours
 202 **Physiological Chemistry**
 Prereq: Chem. 102 or 214 and Biology 245.....(II,62-63) 4 hours
 211 **Chemical Principles and Semi-Micro Qualitative Analysis**
 Prereq: Chem. 111-112 or 181-182.....(I,62-63) 3 hours
 212 **Quantitative Chemical Analysis**
 Prereq: Chem. 111-112 or 181-182 or 211.....(II,62-63) 5 hours
 213 **Organic Chemistry** Prereq Chem. 111-112 or 181-182.
 214 213 prerequisite to 214.....(I-II,S) each 4 or 5 hours
 302 **Bibliography and Reference Problems in Chemistry** Prereq: 2 years of
 college chem. and registration as a chem. major.....(I,II,S) 1 hour
 349 **Physical Chemistry** Prereq: Chem. 212 and 214; Phys. 212; Math. 214 or
 350 224. 349 prerequisite to 350.....(I-II) each 4 hours
 413 **Organic Preparations**
 Prereq: 3 years of college chem. including Chem. 214.....(I,61-62) 3 hours
 414 **Identification of Organic Compounds** Prereq: 3 years of college chem.,
 including Chem. 214.....(II,61-62) 3 hours
 451 **Advanced Analytical Chemistry**
 452 Prereq: 3 years of college chem., including Chemistry 212.....(E) 3 hours
 491 **Modern Developments in Chemistry**
 Prereq: permission of department head.....(E) 3 hours
 495 **Problems in Chemistry** Prereq: 3 years of chem. and permission of in-
 496 structor.....(I,II,S) credit arranged

ECONOMICS

FREDERICK W. KAYSER PROFESSOR OF ECONOMICS CRANE (HEAD)

For a major, at least 18 hours of upper division courses are required, including one semester of statistics. Any one of the following business courses may also be counted: Business cycles, corporation finance, government and business, marketing. One year of accounting is strongly recommended. From the following fields another 18 hours should be selected: History, political science, sociology, psychology, business administration, and mathematics.

- 211 **Principles of Economics**
- 212 Prereq: 211 prerequisite to 212..... (I,II,S) each 3 hours
- 311 **Money and Banking** Prereq: Econ. 212..... (I,II,S) 3 hours
- 312 **American Economic History** (same as Hist. 312)
Prereq: Econ. 212 or Hist. 111 and 112..... (II) 3 hours
- 313 **Economic Geography** (same as Geog. 313)
Prereq: junior standing..... (I) 3 hours
- 314 **Public Finance** Prereq: Econ. 212..... (II) 3 hours
- 315 **Labor Problems** Prereq: Econ. 212..... (I) 3 hours
- 318 **Collective Bargaining**
Prereq: Econ. 315 or permission of instructor..... (II) 3 hours
- 351 **Economic History of Modern Europe** (same as Hist. 351)
Prereq: Econ. 212 or Hist. 151 and 152..... (I) 3 hours
- 412 **International Economics** Prereq: Econ. 212..... (I) 3 hours
- 416 **History of Economic Thought** Prereq: Econ. 212..... (I) 3 hours
- 417 **Intermediate Theory**
- 418 Prereq: Econ. 212..... (I-II) each 3 hours
- 450 **Special Topics**
- 451 Prereq: permission of instructor..... (I,II) 1-3 hours — max. 6 hours

ENGLISH

PROFESSORS WARDLE (HEAD), HARPER; ASSOCIATE PROFESSORS M. BROWN,
NYHOLM, RODGERS; ASSISTANT PROFESSOR ALLEN;
INSTRUCTORS BAKER, COHEN, EAGLESON, FRANK, TURNER

Students who elect a major in English literature must pass, as prerequisites, English 231 and 232 and History 261 and 262 or the equivalents. To complete the requirements for the major they must pass, with a grade of "C" or above, one course (or the equivalent) from each of the following groups:

- | | |
|------------------------------|------------------------------|
| (A) English 434 or 468 | (E) English 481 or 482 |
| (B) English 433, 448, or 450 | (F) English 283, 285, or 360 |
| (C) English 460 | (G) English 245 or 246 |
| (D) English 440 or 465 | |

Students primarily interested in American literature may substitute History 111 and 112 for History 261 and 262 as prerequisites, and may also substitute English 467 for the courses in Group A, and English 368 for the courses in Group B. In addition they must pass both courses listed as options in Group G.

Students primarily interested in creative writing may be exempted from the prerequisite in history and may substitute English 331 for the courses in Group A and English 371 or 372 for the courses in Group B or Group E.

Students who wish to teach English in secondary schools may elect either (1) the major described above, in which case they must satisfy the requirements for the Nebraska Secondary School Certificate, or (2) a major in the College of Education, in which case they must pass as prerequisites English 231 and 232, History 261 and 262, and English 240 or the equivalents. They must also pass, with a grade of "C" or above, one course (or the equivalent) from each of the following groups: English 434 or 468; English 460; English 481 or 482; English 225 or 283. In addition they must pass English 245, 246, and 353.

- *109 **Reading and Vocabulary**..... (I,II) 3 hours
- *110 **Communications** Prereq: for student nurses only..... (I) 3 hours
- 111 **Elementary English Composition**
Prereq: Engl. 109 or proficiency..... (I,II,S) 3 hours
- 112 **Intermediate English Composition**
Prereq: Engl. 111 or proficiency..... (I,II,S) 3 hours
- 115 **Critical Reading and Writing** Prereq: proficiency..... (I) 3 hours
- 225 **The Short Story** Prereq: Engl. 111, 112, 115 or proficiency... (I,II) 3 hours
- 227 **Introduction to Poetry** Prereq: Engl. 112, 115 or proficiency... (II) 3 hours
- 231 **Introduction to English Literature**
Prereq: Engl. 112, 115 or proficiency..... (I,S-II,S) each 3 hours
- 240 **Expository Writing** Prereq: Engl. 112, 115 or proficiency.... (I,II) 3 hours
- 245 **American Literature**
Prereq: Engl. 112, 115 or proficiency..... (I,S-II,S) each 3 hours
- 283 **The Contemporary Novel**
Prereq: Engl. 112, 115 or proficiency..... (I,61-62) 3 hours
- 285 **Contemporary British and American Drama**
Prereq: Engl. 112, 115 or proficiency..... (I,62-63) 3 hours
- 331 **Narrative Writing** Prereq: permission of instructor..... (I) 3 hours
- 353 **Advanced Grammar** Prereq: upperclass standing and major or minor work
in English (I) 2 hours
- 360 **Contemporary Poetry** Prereq: Engl. 232..... (II,62-63) 3 hours
- 368 **The American Drama**
Prereq: Engl. 246 or permission of instructor..... (II,61-62) 3 hours
- 371 **Advanced Composition**
- 372 Prereq: permission of instructor..... (E) each 3 hours

*Credit not allowable toward the degrees of Bachelor of Arts or Bachelor of Fine Arts.

- 433 **Sixteenth Century Literature** Prereq: Engl. 231..... (I,62-63) 3 hours
 434 **Chaucer** Prereq: Engl. 231..... (I,61-62) 3 hours
 440 **Eighteenth Century Literature**
 Prereq: Engl. 231 or 232..... (II,62-63) 3 hours
 448 **Seventeenth Century Literature** Prereq: Engl. 231..... (I,61-62) 3 hours
 450 **English Drama before 1642** Prereq: Engl. 231..... (E) 3 hours
 460 **Shakespeare** Prereq: Engl. 231..... (II) 3 hours
 465 **The English Novel** Prereq: Engl. 232..... (II,61-62) 3 hours
 467 **The American Novel** Prereq: Engl. 246..... (II,62-63) 3 hours
 468 **History of the English Language** Prereq: Engl. 231..... (I,62-63) 3 hours
 481 **Literature of the Romantic Period** Prereq: Engl. 232..... (I,62-63) 3 hours
 482 **Literature of the Victorian Period** Prereq: Engl. 232..... (I,61-62) 3 hours
 502 **Seminar: Romanticism and Realism**
 Prereq: graduate standing or permission of department head..... (E) 3 hours
 504 **Seminar: Literary Criticism**
 Prereq: graduate standing or permission of department head..... (E) 3 hours
 506 **Seminar: American Literature**
 Prereq: graduate standing or permission of department head..... (S) 3 hours
 508 **Seminar: The English Renaissance**
 Prereq: graduate standing or permission of department head..... (E) 3 hours
 510 **Seminar: Victorian Literature**
 Prereq: graduate standing or permission of department head..... (E) 3 hours
 512 **Seminar: Shakespeare**
 Prereq: graduate standing or permission of department head..... (E) 3 hours
 601 **Thesis** (I,II,S) 3 hours
 602

FOREIGN LANGUAGES AND LITERATURES

PROFESSOR ESPINOSA (HEAD); ASSISTANT PROFESSORS BEILIS, HAZARD,
MOORE, SPAGNUOLO

Requirements for a Major in Foreign Languages. Eighteen credit hours in one foreign language in the upper division courses, that is, courses above 212, are required for a major in French, German, or Spanish. French 313, 335, or German 313, 335, or Spanish 335, 338, are required courses for the respective majors.

It is strongly recommended that majors in foreign languages extend their linguistic training beyond their major field by completing an additional 15 credit hours in the upper division courses of another foreign language.

Students transferring from other institutions must take a minimum of six hours of advanced work, three of which must be in conversation and composition, regardless of their previous training in other institutions.

Students who interrupted the study of foreign languages in a recognized institution for a period of five years, or more, are required to pass an oral and written proficiency test conducted by a departmental board, who will decide which courses the candidate should take before the completion of his major is accepted and approved by the Department of Foreign Languages.

No student may major in a foreign language with less than a "C" average in all major courses.

Major in Foreign Languages for Inter-American Trade. In response to student interest in trade between the United States and Latin America, the Department is offering a major in Foreign Languages for Inter-American Trade. This major consists of a minimum of 24 hours, including Portuguese 111 and 112, Spanish 335, 336, 338, 351, 352.

Under the direction of the head of the Foreign Language Department and with the advice of the heads of the departments concerned, approximately one-third of the work completed in the last two years must be taken, as a supporting program, from the fields of economics, political science, history, psychology, and business.

FRENCH

- 111 **Beginning French** Prereq: 111 or 1 year of high school
- 112 French prerequisite to 112..... (I,S-II,S) each 5 hours
- 211 **French Reading** Prereq: 112 or 2 years of high school
- 212 French prerequisite to 211; 211 prerequisite to 212..... (I,S-II,S) each 3 hours
- 313 **Conversation and Composition, Grammar**
Prereq: French 212..... (I) 3 hours
- 315 **Survey of French Literature** Prereq: French 313..... (I,62-63) 3 hours
- 320 **Modern French Drama** Prereq: French 212..... (I,61-62) 3 hours
- 324 **Classical Authors** Prereq: French 212..... (II,62-63) 3 hours
- 325 **Modern French Novel** Prereq: French 212..... (II,63-64) 3 hours
- 326 **Eighteenth Century Writers** Prereq: French 212..... (II,62-63) 3 hours
- 335 **Advanced Conversation and Composition** Prereq: French 212
or 313 (II) 3 hours
- 337 **French Civilization**
- 338 Prereq: French 313 or permission of instructor..... (I-II,61-62) each 3 hours
- 443 **Correlated Readings**
Prereq: French 212 and permission of instructor..... (I,II,S) 1-3 hours

GERMAN

- 111 **Beginning German** Prereq: 111 or 1 year of high school
 112 German prerequisite to 112..... (I,S-II,S) each 5 hours
- 211 **German Reading** Prereq: 112 or 2 years of high school
 212 German prerequisite to 211; 211 prerequisite to 212.... (I,S-II,S) each 3 hours
- 213 **Scientific German** (required of chem. and phys. majors)
 Prereq: German 211..... (II,62-63) 3 hours
- 313 **Conversation and Composition, Grammar**
 Prereq: German 212 (I) 3 hours
- 335 **Advanced Conversation and Composition**
 Prereq: German 212 or 313..... (II) 3 hours
- 337 **German Civilization** Prereq: German 313 or
 338 permission of instructor (I-II,62-63) each 3 hours
- 340 **Nineteenth Century German Novelle**
 Prereq: German 212 (I,61-62) 3 hours
- 422 **Goethe** Prereq: permission of instructor..... (II,61-62) 3 hours
- 443 **Correlated Readings**
 Prereq: German 212 and permission of instructor..... (I,II,S) 1-3 hours

GREEK

- 111 **Beginning Greek** Prereq: 111 or 1 year of high school Greek
 112 prerequisite to 112 (E) each 3 hours

ITALIAN

- 111 **Beginning Italian** Prereq: 111 or 1 year of high school Italian
 112 prerequisite to 112 (E) each 5 hours

LATIN

- 241 **Anthology of Latin Literature** Prereq: 2 years of high school Latin or equivalent prerequisite to 241; 241 prerequisite to 242.... (I-II,62-63) each 3 hours

PORTUGUESE

- 111 **Beginning Portuguese** Prereq: 111 or 1 year of high school Portuguese
 112 prerequisite to 112 (I-II,61-62) each 3 hours

RUSSIAN

- 111 **Beginning Russian** Prereq: 111 or 1 year of high school Russian
 112 prerequisite to 112 (E) each 5 hours
- 211 **Russian Reading** Prereq: 112 or 2 years of high School Russian
 212 prerequisite to 211; 211 prerequisite to 212..... (E) each 3 hours

SPANISH

- 111 **Beginning Spanish** Prereq: 111 or 1 year of high school Spanish
 112 prerequisite to 112 (I,S-II,S) each 5 hours
 211 **Spanish Reading** Prereq: 112 or 2 years of high school Spanish
 212 prerequisite to 211, 211 prerequisite to 212 (I,S-II,S) each 3 hours
 335 **Conversation and Composition, Grammar**
 Prereq: Spanish 212 (I) 3 hours
 336 **Commercial Correspondence** Prereq: Spanish 212 (I,II) 3 hours
 337 **Spanish and Latin American Poetry** Prereq: Spanish 212 (II) 3 hours
 338 **Spanish for Government Service** Prereq: Spanish 212 (II) 3 hours
 339 **Export-Import Documents** Prereq: Spanish 212 (I,II) 3 hours
 349 **La actualidad en la America Latina** (History in the Making in Latin America) Prereq: Spanish 335 or permission of instructor.. (II,63-64) 3 hours
 351 **Latin American Civilization**
 352 Prereq: Spanish 212 (I-II,62-63) each 3 hours
 417 **Spanish Literature and Its Cultural Background**
 Prereq: Spanish 212 (I,61-62) 3 hours
 418 **Survey of Spanish American Literature**
 Prereq: Spanish 212 (I,63-64) 3 hours
 425 **The Modern Drama** Prereq: Spanish 212 (I,62-63) 3 hours
 427 **The Modern Novel** Prereq: Spanish 212 (I,62-63) 3 hours
 430 **Cervantes** Prereq: permission of instructor (II,61-62) 3 hours
 443 **Correlated Readings** Prereq: Spanish 212 and
 permission of instructor (I,II,S) 1-3 hours

GENERAL SCIENCE (SEE UNDER BIOLOGY, PAGE 39)

GEOGRAPHY

PROFESSOR SCHILZ (HEAD); INSTRUCTORS DUNBIER, LARSON

Courses 254, 353, 363, and 432 offer credit in Natural Sciences; all others offer credit in Social Sciences.

A major requires: (1) courses 223, 254, and 313; (2) four additional 300 courses; and (3) three 400 courses.

- 202 **Human and Cultural Geography** (I) 3 hours
 217 **Physical Geology** (I,II) 3 hours
 223 **Regional World Geography** (I,II,S) 3 hours
 254 **Physical Geography** Prereq: 1 phys. or chem. course
 is prerequisite or co-requisite (I,II) 4 hours
 273 **Latin America** Prereq: Geog. 223 (S) 3 hours
 283 **Asia** Prereq: Geog. 223 (S) 3 hours
 303 **Africa** Prereq: junior standing (I,II,S) 3 hours
 313 **Economic Geography** (same as Econ. 313)
 Prereq: junior standing (I,II) 3 hours
 323 **Europe** Prereq: junior standing (I,II) 3 hours
 333 **United States and Canada** Prereq: junior standing (I,II) 3 hours
 353 **Cartography and Graphics** Prereq: Geog. 254 (E) 3 hours
 363 **Map and Photo Interpretation** Prereq: Geog. 254 (E) 3 hours
 393 **Political Geography** Prereq: junior standing (I,II,S) 3 hours
 412 **Urban Geography** Prereq: junior standing (II) 3 hours
 422 **Nebraska Geography** Prereq: junior standing (S) 2 hours
 432 **Climatology** Prereq: Geog. 254 (I,62-63) 2 hours

HISTORY

PROFESSORS TRICKETT (HEAD); ADRIAN, BONNER, ROBBINS;
ASSISTANT PROFESSORS BECK, ROTHROCK; LECTURER OFFUTT

Students who elect a major in history must pass, with an average grade of "C" or above, as prerequisites, either History 111 and 112 or History 151 and 152 and *one* of the following 200-level course sequences, or the equivalents:

History 247-248, Latin America
History 251-252, Ancient History
History 261-262, English History
History 271-272, Russian History
History 281-282, The Far East.

To complete the requirements for the major they must pass, with grades of "C" or above, 18 hours of history, or the equivalents, from courses in the 300 and 400 groups. (Students primarily interested in English history may present English 231 and 232 as credit towards the 18 hours normally required from courses in history at the 300 and 400 level provided that they present History 261-262 as their 200-level course sequence and complete at least six hours satisfactorily from among the following: History 364, 461, 462, 463, and 464.) In addition they must pass, with a grade of "C" or above, one of the following courses, or the equivalent:

History 493, Historical Research
History 496, Great American Historians
History 497, Great European Historians

(With permission of the department head, students allowed to enroll in Honors 401-402 may substitute three hours of satisfactory credit, if a grade of "C" or above is earned, in such courses for the work required in History 493, 496, or 497.)

Students who wish to teach history in secondary schools must pass, with an average grade of "C" or above, History 111, 112, 151, 152, and *one* of the 200-level sequences in history (see above), or the equivalents. In addition they must pass, with grades of "C" or above, a specific number of hours of work in 300 and 400 numbered courses in history. Details of such requirements for the academic major or teaching field in history in the College of Education may be secured from the department head.

111	American History to 1865	(I,II,S)	3 hours
112	American History since 1865	(I,II,S)	3 hours
151	European History, 1500-1815	(I,II,S)	3 hours
152	European History since 1815	(I,II,S)	3 hours
247	Latin America to 1825 Prereq: sophomore standing.....	(I)	3 hours
248	Latin America since 1825 Prereq: Hist. 247 or permission of instructor.....	(II)	3 hours
251	Ancient History: Greece Prereq: sophomore standing.....	(I)	3 hours
252	Ancient History: Rome Prereq: Hist. 251 or permission of instructor.....	(II)	3 hours
261	English History: England to 1688 Prereq: sophomore standing.....	(I)	3 hours
262	English History: The Expansion of England Prereq: Hist. 261 or permission of instructor.....	(II)	3 hours
271	Russian History to 1855 Prereq: sophomore standing.....	(I)	3 hours
272	Russian History since 1855 Prereq: Hist. 271 or permission of instructor.....	(II)	3 hours
281	The Far East: Modern China Prereq: sophomore standing.....	(I)	3 hours

- 282 **The Far East: Modern Japan and Southeast Asia**
Prereq: Hist. 281 or permission of instructor..... (II) 3 hours
- 312 **American Economic History** (same as Econ. 312)
Prereq: Hist. 111 and 112 or Econ. 212..... (II) 3 hours
- 313 **American Colonial History** Prereq: Hist. 111 and 112..... (I) 3 hours
- 315 **The American Frontier, 1763 to 1840**
Prereq: Hist. 111 and 112..... (I) 3 hours
- 316 **The American Frontier since 1840**
Prereq: Hist. 315 or permission of instructor..... (II) 3 hours
- 333 **Diplomatic History of the United States to 1900**
Prereq: Hist. 111 and 112..... (I) 3 hours
- 334 **Diplomatic History of the United States since 1900**
Prereq: Hist. 333 or permission of instructor..... (II) 3 hours
- 341 **History of Nebraska** Prereq: Hist. 111 and 112..... (II) 3 hours
- 344 **History of the South** Prereq: Hist. 111 and 112..... (II) 3 hours
- 351 **Economic History of Modern Europe** (same as Econ. 351)
Prereq: Hist. 151 and 152 or Econ. 212..... (I) 3 hours
- 353 **Medieval Europe: 284-1095** Prereq: Hist. 151 and 152... (I,62-63) 3 hours
- 354 **Medieval Europe: 1095-1492**
Prereq: Hist. 353 or permission of instructor..... (II,62-63) 3 hours
- 355 **Renaissance and Reformation** Prereq: Hist. 151 and 152. (I,61-62) 3 hours
- 364 **History of the British Empire and Commonwealth** Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152... (I,62-63) 3 hours
- 411 **Representative Americans, 1600-1828**
Prereq: Hist. 111 and 112..... (I,62-63) 3 hours
- 412 **Representative Americans, 1828 to the present**
Prereq: Hist. 411 or permission of instructor..... (II,61-62) 3 hours
- 416 **The Jacksonian Era** Prereq: Hist. 111 and 112..... (I) 3 hours
- 418 **Civil War and Reconstruction** Prereq: Hist. 111 and 112.... (II) 3 hours
- 428 **Twentieth Century America** Prereq: Hist. 111 and 112..... (I) 3 hours
- 429 **Ideas in Twentieth Century America**
Prereq: Hist. 111 and 112..... (II) 3 hours
- 433 **American Constitutional History to 1860**
Prereq: Hist. 111 and 112..... (I) 3 hours
- 434 **American Constitutional History since 1860**
Prereq: Hist. 433 or permission of instructor..... (II) 3 hours
- 454 **Sixteenth Century Europe** Prereq: Hist. 151 and 152... (II,61-62) 3 hours
- 455 **Seventeenth Century Europe** Prereq: Hist. 151 and 152.. (I,62-63) 3 hours
- 456 **Eighteenth Century Europe** Prereq: Hist. 151 and 152.. (II,62-63) 3 hours
- 457 **Nineteenth Century Europe, 1815-1870**
Prereq: Hist. 151 and 152..... (I) 3 hours
- 458 **Nineteenth Century Europe, 1870-1914**
Prereq: Hist. 457 or permission of instructor..... (II) 3 hours
- 459 **Europe Since 1914** Prereq: Hist. 151 and 152..... (II,62-63) 3 hours
- 461 **Tudor and Stuart England** Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152..... (II,61-62) 3 hours
- 462 **England in the Eighteenth and Nineteenth Centuries**
Prereq: Hist. 261 and 262 or (with permission of instructor)
Hist. 151 and 152..... (II,62-63) 3 hours

- 463 **English Constitutional History to 1485** Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152..... (I,61-62) 3 hours
- 464 **English Constitutional History since 1485**
Prereq: Hist. 463 or permission of instructor..... (II,61-62) 3 hours
- 490 **Problems in History** Prereq: senior standing and satisfactory completion of twelve hours of work in history from courses in the 300 and 400 groups and permission of the department head..... (I,II,S) 1-5 hours
- 493 **Historical Research** Prereq: senior standing, acceptance as an undergraduate major or a graduate major or minor in hist. or permission of the department head (I) 3 hours
- 496 **Great American Historians** Prereq: senior standing and acceptance as an undergraduate major or a graduate major or minor in hist. or permission of the department head..... (II) 3 hours
- 497 **Great European Historians** Prereq: senior standing and acceptance as an undergraduate major or a graduate major or minor in hist. or permission of the department head (I,61-62) 3 hours
- 510 **Seminar in American History** Prereq: graduate standing and permission of instructor..... (E) 3 hours
- 530 **Seminar in Recent American History** Prereq: graduate standing and permission of instructor..... (E) 3 hours
- 550 **Seminar in Modern European History** Prereq: graduate standing and permission of instructor..... (E) 3 hours
- 560 **Seminar in Modern British History** Prereq: graduate standing and permission of instructor..... (E) 3 hours
- 601 **Thesis** (I,II,S) each 3 hours
- 602

MATHEMATICS

PROFESSOR EARL (HEAD); ASSOCIATE PROFESSOR RICE; INSTRUCTOR STERN

Major students who are candidates for the degrees of Bachelor of Arts and Bachelor of Science in Education must present the equivalent of at least 15 and 12 semester hours respectively, of work in courses numbered 254 or above.

Courses 311, 304 or 411, and 324 or 364 are required, but substitution is permitted on approval by the department head.

- 111A **Algebra** Prereq: 1 year each of high school algebra and geometry or permission of instructor..... (I,II,S) 3 hours
- 111B **College Algebra** Prereq: 3 semesters of high school algebra and 2 semesters of high school geometry..... (S) 3 hours
- 112 **Trigonometry** Prereq: Math. 111A or equivalent..... (I,II,S) 3 hours
- 112B **Spherical Trigonometry** Prereq: Math. 112 or 113..... (S) 2 hours
- 113 **College Algebra and Trigonometry** Prereq: 3 semesters of high school algebra and 2 semesters of high school geometry..... (I) 5 hours
- 114 **College Algebra and Analytic Geometry** Prereq: Math. 113, or 111A and 112 or equivalent..... (II) 5 hours
- 125 **Analytic Geometry** Prereq: Math. 112 or equivalent..... (I,S) 4 hours
- 181 **Fundamentals of Mathematics** Prereq: 3 semesters of high school algebra and 2 semesters of geometry..... (I-II) each 5 hours
- 182
- 213 **Analytic Geometry and Calculus** Prereq: 4 semesters of algebra, 2 semesters of geometry, and 1 semester of trig. in high school, or the equivalent of Math. 111A and 112..... (I-II) each 5 hours
- 214

- 223 **Differential and Integral Calculus**
 224 Prereq: Analytic Geometry..... (I-II) each 4 hours
- 254 **Mathematics of Finance** Prereq: Math. 111A or
 4 semesters of high school algebra..... (II,S) 3 hours
- 304 **Theory of Equations** Prereq: Math. 114 or equivalent.... (I,62-63) 3 hours
- 311 **Differential Equations** Prereq: Math. 224..... (II,E) 3 hours
- 313 **Introduction to Electronic Data Processing**
 Prereq: Analytic Geometry or permission of instructor..... (E) 3 hours
- 324 **Elementary Topics** Prereq: Analytic Geometry..... (II,61-62) 3 hours
- 364 **Projective Geometry** Prereq: Analytic Geometry..... (I,62-63) 3 hours
- 411 **Higher Algebra** Prereq: Math. 224
 412 or equivalent (I-II,62-63) each 3 hours
- 423 **Selected Topics from Advanced Mathematics**
 424 Prereq: permission of instructor..... (I,II) each 2-3 hours
- 491 **Modern Development in Mathematics**
 492 Prereq: permission of instructor..... (E) each 3 hours

MUSIC

PROFESSOR PETERSON (HEAD); ASSOCIATE PROFESSOR MILLER;
 ASSISTANT PROFESSORS OLSON, TAGGART, TRENHOLM; INSTRUCTORS MALIK, PETERS;
 ASSISTANT INSTRUCTOR BELL

The Bachelor of Arts degree with a major in music may be secured by passing satisfactorily 18 hours of upper-division courses.

On approval of the Department Head, a student may become a candidate for the degree of Bachelor of Fine Arts. This degree requires a minimum of 40 and a maximum of 68 credit hours in music.

Attendance at all recitals and concerts sponsored by the Department of Music is required.

- 111 **Elementary Theory**
 112 Prereq: 111 prerequisite to 112..... (I-II) each 4 hours
- 211 **Advanced Theory**
 212 Prereq: Music 112; 211 prerequisite to 212..... (I-II) each 4 hours
- 225 **Music of the People**..... (I,S) 3 hours
- 226 **Music Masterpieces** (II,S) 3 hours
- 303 **Vocal Techniques** Prereq: Music 112 or permission
 304 of instructor (I-II) each 2 hours
- 305 **Woodwind Techniques** Prereq: Music 112 or permission
 of instructor (I) 1 hour
- 306 **Brass Techniques** Prereq: Music 112 or permission
 of instructor (II) 1 hour
- 307 **String Techniques** Prereq: Music 112 or permission
 of instructor (I) 1 hour
- 308 **Percussion Techniques** Prereq: Music 112 or permission
 of instructor (II) 1 hour
- 311 **Counterpoint** Prereq: Music 212; 311 prerequisite
 312 to 312 (I-II) each 3 hours
- 313 **Keyboard Harmony** Prereq: Music 212 or
 314 permission of instructor (I-II) each 2 hours

- 315 **History of Music** Prereq: Music major or permission
of instructor (II) 3 hours
- 316 **History of Music** Prereq: Music 315..... (II) 3 hours
- 411 **Composition** Prereq: Music 312 or permission of instructor;
412 411 prerequisite to 412..... (I-II) each 3 hours
- 415 **Orchestration and Conducting** Prereq: Music 212 or permission
416 of instructor; 415 prerequisite to 416..... (I-II) each 3 hours
- 421 **Analytical Technique** Prereq: Music 312 or permission
422 of instructor (I-II) each 3 hours
- 429 **Principles and Materials for Teaching Piano** Prereq: Music 332
430 or permission of instructor..... (I-II) each 2 hours

MUSIC EDUCATION

- 151 **Elements of Music for Teachers** (I,II,S) 1-3 hours
- 251 **Materials and Methods of Teaching Music in the Grades**
Prereq: M.E. 151 or proficiency..... (I,II,S) 3 hours
- 352 **Materials and Methods of Teaching Music in the Secondary School**
Prereq: M.E. 251 or permission of instructor..... (I) 3 hours
- 452 **Supervision and Administration of Music in the Public Schools**
Prereq: M.E. 251 and M.E. 352 or permission of instructor..... (II) 3 hours

LABORATORY COURSES

A maximum of eight semester hours credit in laboratory courses (band, chorus, male chorus, orchestra; singly or in any combination) may be applied toward the Bachelor of Arts or Bachelor of Fine Arts degrees. May be repeated for credit.

Four credits in Music 360, Ensemble, may be taken in addition to the eight maximum above.

Two semesters of marching band (first semester) may be substituted for two semester hours of the physical education requirement. (Only applies to Liberal Arts and Applied Arts students.)

All music majors are required to participate each semester of enrollment in one or more of the Department's laboratory courses; i.e., orchestra, band, or other instrumental ensembles, chorus or other vocal ensembles.

All instrumental majors preparing to teach in the public schools are required to participate in marching band for a minimum of two semesters.

- 260 **Chorus** Membership, subject to director's approval, is open
to any University student (I,II) 2 hours
- 261 **Male Chorus** (I,II) 1 hour
- 262 **Orchestra** Prereq: permission of instructor..... (I,II) 1 hour
- 263 **Band** Membership, subject to director's approval, is open
to any University student (I,II) 2 hours
- 360 **Ensemble** Membership, subject to director's approval, is open
to any University student (I,II) 1 hour

APPLIED MUSIC

May be taken only by permission of the Head of the Department of Music.

Credit in applied music will be granted only when the student is registered for the work at the time it is taken. Lessons must be taken at the scheduled time. Excused absences will be made up providing excuse is presented to the Instructor prior to the lesson time. A comprehensive jury examination will be given at the close of each semester. Failure to take the examination at the time it is given will result in a grade of failure.

All applied music majors are required to pass a technical examination in their major instrument by the end of the fourth semester of study, and not later than the beginning of the junior year.

All music majors must pass an examination in piano proficiency and in the major and minor performance areas by the junior year.

A senior recital is required of all applied music majors.

Minimum requirements in applied music for graduation: Bachelor of Fine Arts, 16 semester hours; Bachelor of Arts, 12 semester hours.

All students registered for credit in applied music, except those in preparatory courses, are required to participate in at least one student recital per semester.

PREPARATORY

The Department of Music offers private instruction for those who are not prepared to enter the major courses in applied music, and to all others who wish training on a non-credit basis.

113	Elementary Piano	(I,II,S) each 1 hour
114		
115	Elementary Brass	(I,II,S) each 1 hour
116		
117	Elementary Strings	(I,II,S) each 1 hour
118		
119	Elementary Woodwinds	(I,II,S) each 1 hour
120		
213	Intermediate Piano	
214	Prereq: Music 114 or permission of instructor.....	(I,II,S) each 1 hour
215	Intermediate Brass	
216	Prereq: Music 116 or permission of instructor.....	(I,II,S) each 1 hour
217	Intermediate Strings	
218	Prereq: Music 118 or permission of instructor.....	(I,II,S) each 1 hour
219	Intermediate Woodwinds	
220	Prereq: Music 120 or permission of instructor.....	(I,II,S) each 1 hour

COLLEGIATE

Piano: to enter the four-year course in piano, the student should be able to play works of the difficulty of Bach, *Two-Part Inventions*; Beethoven, *Sonata*, Opus 49; Schumann, *Scenes from Childhood*; scales and broken chords with rhythmic control, tone quality and correct fingering.

131-132		
231-232	Piano	(I,II,S) each 1-2 hours
331-332		
431-432		

Voice: to enter the four-year course in voice, the student should be able to sing standard songs and the simpler classics in good English, on pitch, with correct phrasing and musical intelligence. He should be able to read a simple song at sight. Some knowledge of piano is recommended.

133-134
233-234 **Voice** (I,II,S) each 1-2 hours
333-334
433-434

Strings: to enter the four-year course in Violin, Viola, Violoncello and String Bass, the student should be able to play scales and arpeggi in at least two octaves; etudes and studies of intermediate difficulty; one or two movements of a classical sonata; concerti suitable to the student's advancement. Some knowledge of piano is recommended.

135-136
235-236 **Violin, Viola, Violoncello, String Bass** (I,II,S) each 1-2 hours
335-336
435-436

Woodwinds and Brass: Required of all entering woodwind and brass majors: the fundamentals of good tone production, breath control and hand position; an elementary knowledge of major and minor scales and arpeggi; one or more solo numbers of good musical quality not too difficult to play well. An elementary knowledge of piano is recommended.

137-138
237-238 **Flute, Oboe, Clarinet, Bassoon** (I,II,S) each 1-2 hours
337-338
437-438

139-140
239-240 **Trumpet, Trombone, French Horn, Tuba** (I,II,S) each 1-2 hours
339-340
439-440

PHILOSOPHY

PROFESSOR PAYNE (HEAD)

No major is offered in philosophy at this time.

201 **Logic** (I) 3 hours
211 **History of Ancient and Medieval Philosophy**
Prereq: sophomore standing (I) 3 hours
212 **History of Modern Philosophy** Prereq: sophomore standing... (II) 3 hours
214 **Utopias** (II) 3 hours
411 **Twentieth Century Philosophy**
412 Prereq: junior standing (I-II) each 3 hours
421 **Men and Ideas**
422 Prereq: junior standing (E,S) each 3 hours

PHYSICS

ASSOCIATE PROFESSOR McMILLAN (ACTING HEAD); ASSISTANT PROFESSOR SHULT;
INSTRUCTOR ELLERBECK; ASSISTANT INSTRUCTOR SEDLACEK

A major in physics consists of a minimum of 18 hours of advanced physics beyond the general courses (111, 112 or 211, 212). At least 12 hours of the advanced credit in physics must require mathematics through calculus as a prerequisite. Sufficient chemistry should be taken to acquire credit in a course in physical chemistry. This would normally be one year of general chemistry plus physical chemistry.

- Natural Science 101 **Introduction to Physical Sciences**..... (I,II,S) 5 hours
 Natural Science 103 **Individual Projects in Physical Sciences**
 Prereq: Nat. Sci. 101..... (S) 1 hour
 111 **General Physics** Prereq: 3 semesters of high school algebra
 112 and 2 semesters of high school geometry..... (I-II,S) 4 hours
 211 **General Physics, Technical** Prereq: 2 semesters
 212 entrance credit in phys. plus trig. (I-II) 5 hours
 301 **Elements of Electronics**
 Prereq: trig. and Phys. 112 or 212..... (I,61-62) 4 hours
 302 **Optics** Prereq: trig. and Phys. 112 or 212..... (II,62-63) 4 hours
 312 **Modern Physics** Prereq: Phys. 112 or 212, and Calculus.. (II,61-62) 4 hours
 375 **Electricity and Magnetism** Prereq: Phys. 112 or 212
 376 and calculus; 375 prerequisite to 376..... (I-II,62-63) each 4 hours
 385 **Heat and Temperature Measurement**
 Prereq: Phys. 112 or 212, and calculus..... (I,61-62) 4 hours
 492 **Modern Developments in Physics**
 Prereq: permission of instructor (E) 3 hours
 495 **Individual Projects in Physics** Prereq: 2 years of
 496 college phys. or permission of instructor..... (I,II,S) credit arranged

Courses in other departments applicable on physics major

Statics of Engineering See Engineering 230

Meteorology See Engineering 336

Vector Analysis See Mathematics 424

POLITICAL SCIENCE

PROFESSOR UTLEY (HEAD); ASSOCIATE PROFESSOR LAMBERT

A major may be secured in political science by satisfactorily completing Political Science 201 and 204 and eighteen hours of work in courses in the 300 and 400 groups. Upon the approval of the adviser, six of the 18 hours may be selected from advanced courses in a related subject in the Social Sciences. In addition it is recommended that all majors complete Economics 211 and 212.

- 201 **American National Government** (I,II,S) 3 hours
 204 **American State and Local Government** (I,II,S) 3 hours
 301 **Government in American Cities** Prereq: sophomore standing... (I) 3 hours
 302 **Municipal Administration** Prereq: junior standing
 and Pol. Sci. 201 (II,61-62) 3 hours
 313 **Comparative Government: Democracies**
 Prereq: junior standing and Pol. Sci. 201..... (I) 3 hours

- 314 **Comparative Government: Dictatorships**
Prereq: junior standing and Pol. Sci. 201..... (II) 3 hours
- 316 **Political Parties** Prereq: junior standing and Pol. Sci. 201..... (I) 3 hours
- 317 **Principles of Public Administration**
Prereq: junior standing and Pol. Sci. 201..... (II,62-63) 3 hours
- 321 **International Relations** (I) 3 hours
- 322 **International Organization** Prereq: junior standing..... (II) 3 hours
- 326 **American Diplomacy** Prereq: junior standing and Pol. Sci. 201. (II) 3 hours
- 333 **American Political Thought** Prereq: junior standing..... (I,62-63) 3 hours
- 391 **Current Problems in World Affairs**
392 Prereq: junior standing (E) 3 hours
- 418 **Constitutional Law** Prereq: junior standing
and Pol. Sci. 201..... (II,62-63) 3 hours
- 431 **Political Theory**
432 Prereq: junior standing..... (I-II,61-62) each 3 hours
- 490 **Problems in Government** Prereq: senior standing
and major (I,II,S) 3 hours

PSYCHOLOGY

ASSOCIATE PROFESSORS JAYNES (HEAD), HURST, PEDRINI;
ASSISTANT PROFESSOR NEWTON

An undergraduate major in psychology may be secured by satisfactorily completing Psychology 101, 301, 312, 421, and 432, and three additional psychology courses. During the sophomore year one of these additional courses must be selected from the following: Psychology 201, 251, or 362. During the senior year the other two courses must be selected from the following: Psychology 411, 423, 443, 445, or 452.

INTRODUCTORY AND APPLIED COURSES

- 101 **Introduction to Psychology**..... (I,II,S) 3 hours
- 201 **General Psychology** Prereq: Psych. 101..... (I,II) 3 hours
- 251 **Educational Psychology** Prereq: Psych. 101..... (I,II,S) 3 hours
- 351 **Adolescent Psychology** Prereq: Psych. 201 or 251..... (I) 3 hours
- 362 **Industrial Psychology** Prereq: Psych. 101..... (II) 3 hours
- 441 **Clinical Psychology** Prereq: Psych. 301..... (I) 3 hours
- 461 **Human Engineering** Prereq: permission of instructor..... (E) 3 hours

COURSES PRIMARILY FOR MAJORS

- 301 **Psychology of Learning** Prereq: Psych. 201, 251 or 362..... (I,S) 3 hours
- 312 **Psychometric Methods** Prereq: Psych. 201, 251 or 362..... (II,S) 3 hours
- 411 **Statistical Methods** Prereq: Psych. 312 or equivalent..... (E) 3 hours
- 412 **Advanced Application of Statistics** Prereq: Psych. 411..... (E) 3 hours
- 421 **Experimental Psychology** Prereq: Psych. 312..... (I,S) 4 hours
- 423 **Physiological Psychology** Prereq: Psych. 301..... (E) 3 hours
- 432 **Tests and Measurements** Prereq: Psych. 312..... (II,S) 3 hours
- 443 **Personality Theory** Prereq: Psych. 301..... (I,S) 3 hours

- 444 **Abnormal Psychology** Prereq: Psych. 443 (II) 3 hours
 445 **Social Psychology** Prereq: Psych. 443 or equivalent..... (I,S) 3 hours
 452 **Child Psychology** Prereq: Psych. 301..... (II,S) 3 hours
 490 **Minor Problems** Prereq: 15 hours of psych. (I,II,S) 1 or more hours
 501 **History and Current Trends in Psychology**
 Prereq: 15 hours of psych. (S) 3 hours
 551 **Advanced Educational Psychology**
 Prereq: 15 hours of psych. (S,E) 3 hours
 552 **Psychology of the Exceptional Child**
 Prereq: 15 hours of psych. including 452..... (S,E) 3 hours
 553 **Individual Mental Tests**
 Prereq: 15 hours of psych. including 432..... (I,S) 3 hours
 561 **Advanced Industrial Psychology**
 Prereq: 15 hours of psych. including 411..... (E) 3 hours
 591 **Topical Seminar in Psychology** Prereq: 15 hours of psych... (I,II,S) 3 hours
 601 **Thesis** (I,II,S) each 3 hours
 602

RELIGION

LECTURER SCHWARTZ (HEAD)

No major is offered in religion at this time.

- 111 **Practical Ethics** (I-II) each 2 hours
 112
 211 **Philosophy of Religion**..... (II) 3 hours
 219 **New Testament** (I-II,E) each 3 hours
 220
 315 **Old Testament** (E) each 3 hours
 316
 335 **Comparative Religion** (E) each 3 hours
 336

SOCIOLOGY

PROFESSOR MCCURTAIN (HEAD); ASSOCIATE PROFESSOR VOGT;
 ASSISTANT PROFESSOR GARBIN

An undergraduate major in sociology consists of 24 semester hours. In addition, the undergraduate majoring in sociology is required to complete Psychology 411, Statistical Methods, as well as Psychology 412, Advanced Application of Statistics. Graduate students are also required to take these courses if they have not already completed them. With consent of the department head, a major must include one of the following sequences of courses:

1. Sociology: Sociology 215, 216, 451, and 490.
 2. Social Work: Sociology 215, 216, 320, 322, 341, and 451.
 3. Sociology (for the degree of Bachelor of Science in Education):
 Sociology 215, 216, 304, 404, 451, and 490.
- 215 **Introductory Sociology** (I,II,S) 3 hours
 216 **Contemporary Social Problems** Prereq: Soc. 215..... (I,II,S) 3 hours
 304 **Educational Sociology** Prereq: Soc. 215..... (II,S) 3 hours
 316 **Cultural Anthropology** Prereq: Soc. 215..... (I) 3 hours

320	Field of Social Work	Prereq: Soc. 215.....	(I,II,S) 3 hours
322	Introduction to Social Group Work	Prereq: Soc. 320.....	(II) 3 hours
332	Marriage and the Family	Prereq: Soc. 215.....	(I,II) 3 hours
341	Introduction to Public Welfare	Prereq: Soc. 320.....	(I) 3 hours
343	The Community	Prereq: Soc. 215.....	(I,II) 3 hours
380	Industrial Sociology	Prereq: Soc. 215.....	(II) 3 hours
404	Population Analysis	Prereq: Soc. 215 and junior standing.....	(I) 3 hours
410	Rural Sociology	Prereq: Soc. 215 and junior standing.....	(I) 3 hours
414	Urban Sociology	Prereq: Soc. 215 and junior standing.....	(II,S) 3 hours
416	Ethnic Relations	Prereq: Soc. 215 and junior standing.....	(II,S) 3 hours
425	Culture and Personality	Prereq: Soc. 316 and junior standing..	(II) 3 hours
435	Criminology	Prereq: Soc. 215 and junior standing.....	(I,II,S) 3 hours
441	Sociology Field Practice	Prereq: at least 12 hours of soc. and permission of department head.....	(I,II) each 3 hours
442	Methods of Social Research	Prereq: at least 12 hours of soc. and permission of department head.....	(I,II) each 3 hours
451	Research Seminar	Prereq: at least 12 hours of soc. and permission of department head. Students may register for this course more than once but may not repeat the course for credit when the topic is the same as that of an earlier registration.....	(I,II) each 3 hours
454	Development of Social Theory	Prereq: at least 12 hours of soc. and permission of department head.....	(I) 3 hours
490	Graduate Thesis	(I,II,S) 6 hours
601			
602			

SPEECH

PROFESSORS CLARK, WOODS; ASSOCIATE PROFESSOR PAUL (HEAD); ASSISTANT
PROFESSOR HILL; INSTRUCTORS BORGE, GORE, ORBAN, SIEMERS, SHARPE

A major in the Department of Speech consists of a minimum of 27 hours, 15 hours of which must consist of the "Core Curriculum". Students who wish to major in speech should choose one or more fields of special interest in public address, theater, television and radio, or speech education. The suggested program is listed below.

Students who wish to teach speech in secondary schools may follow the major program and complete requirements for the Nebraska Secondary School Certificate, or they may major in the College of Education, in which case they must take the Core Curriculum plus three hours of work in their area of special interest.

- CORE CURRICULUM:** Speech 111 or 112, 211, 225, 341, and 471 or 472 or 475. (To be taken by all speech majors.)
- GENERAL SPEECH:** CC, 271 or 272, 371 or 372, 471 or 472, 375 or 475.
- PUBLIC ADDRESS:** CC, 371 or 372, 471, 472, 475. (English 240 and Speech 375, 376 recommended.)
- THEATER:** CC, 212, 321-322 sequence or 331-332 sequence, 460 or 401. (English 285 recommended.)
- TELEVISION-RADIO:** CC, 212, 325, 326, 425 or 426. (Economics 211-212 and Bus. Ad. 331 recommended.)
- SPEECH EDUCATION:** (B.A. with certificate) CC plus any of the above areas.

- 111 **Fundamentals of Speech**.....(I,II,S) 3 hours
 112 **Oral Interpretation of Literature**.....(I,II,S) 3 hours
 201 **Speech for Business and Industry**.....(I,II,S) 3 hours
 211 **Play Production I-II**.....(I-II,S) each 3 hours
 212
 225 **Introduction to Television and Radio**
 Prereq: 3 hours of speech.....(I,S) 3 hours
 226 **Television and Radio News** Prereq: 3 hours of speech.....(II) 3 hours
 271 **Discussion Techniques** Prereq: 3 hours of speech.....(I,S) 3 hours
 272 **Conference Speaking** Prereq: 3 hours of speech.....(II,S) 3 hours
 321 **Scene Design** Prereq: Speech 211 and 212.....(I) 3 hours
 322 **Stage and TV Lighting** Prereq: Speech 211 and 212.....(II) 3 hours
 325 **Television Techniques I-II**
 326 Prereq: permission of instructor.....(I-II) each 3 hours
 331 **Acting Theory and Techniques** Prereq: Speech 211 and 212..(I,S) 3 hours
 332 **Acting, Rehearsal and Performance**
 Prereq: Speech 211 and 212.....(II,S) 3 hours
 341 **Voice and Phonetics** Prereq: 3 hours of speech.....(I,S) 3 hours
 342 **Speech Techniques for Teachers**.....(I,II,S) 3 hours
 371 **Advanced Platform Speaking** Prereq: 3 hours of speech.....(I) 3 hours
 372 **Persuasion** Prereq: 6 hours of speech.....(II,S) 3 hours
 375 **Intercollegiate Debate**
 376 Prereq: permission of instructor.....(I,II) each 1-3 hours
 377 **Public Speaking for Organization Leaders**
 Prereq: permission of instructor.....(I) 1 hour
 401 **History of the Theater**.....(II) 3 hours
 411 **Advanced Projects in Speech**
 412 Prereq: permission of department head.....(I,II,S) each 1 to 3 hours
 425 **Television and Radio Programming and Sales**
 Prereq: Speech 325 and 326.....(I) 3 hours
 426 **Advanced Television and Radio Problems**
 Prereq: permission of instructor.....(II) 3 hours
 441 **Principles of Speech Correction**.....(II) 3 hours
 460 **Play Direction** Prereq: permission of instructor.....(II) 3 hours
 471 **Greek and Roman Rhetoric** Prereq: 6 hours of speech.....(I) 3 hours
 472 **Studies in American Public Address** Prereq: 6 hours of speech
 and junior standing.....(II) 3 hours
 475 **Rhetorical Criticism** Prereq: permission of instructor.....(II) 3 hours

THE COLLEGE OF APPLIED ARTS

CARL W. HELMSTADTER, *Dean*

The College embraces the departments of Engineering, Home Economics, Journalism, and Nursing. In addition, supervision is provided for Medical Technology, "Bootstrap" operation for the Military Science degree, and General Studies.

The major purpose is to provide principles and practices in analyzing and solving problems, situations, and ideas concerning valuable knowledge for the above professions.

THE LOWER DIVISION

Students who wish a well planned two-year program may secure the title of Associate in Applied Arts by completing one of the following programs of 64 credit hours.

1. Engineering
2. Home Economics
3. Journalism

THE UPPER DIVISION

Students who wish to secure a degree in applied fields may do so by completing one of the four-year programs leading to the degree Bachelor of Science in:

Home Economics	Medical Technology
Industrial Engineering	Military Science
Journalism	Nursing

ASSOCIATE TITLE AND DEGREE REQUIREMENTS

The Bachelor of Science in Industrial Engineering degree requires 140 credit hours; other degrees 125 credit hours, and associate titles 64 credit hours.

Students must:

- (a) Meet entrance requirements.
- (b) Complete a curriculum as outlined.
- (c) Obtain a quality point grade average of "C" (2.00) or above. Grades below "C" do not count on a major field.
- (d) Fulfill residence requirements of 30 of the last 36 hours at the University of Omaha.

All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

Physical Education — The equivalent of at least four semester hours of college work in physical education or four semesters of Air Force ROTC is required of each candidate who is under the age of 21 at the time of his entrance into the University and not yet over the age of 24 on graduation.

Students desiring to qualify for a secondary teaching certificate in connection with the above degrees may do so by meeting the certification requirements of the state in which they wish to teach. The requirements for the State of Nebraska are outlined on page 78.

DEPARTMENTS OF INSTRUCTION

Key to symbols:

- I — offered in the first semester of each year
- II — offered in the second semester of each year
- S — offered in the summer session
- E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the year in which they will probably be offered (for example, 62-63).

Courses offered by other colleges which are acceptable toward degrees in the College of Applied Arts are outlined on page 139.

ENGINEERING

PROFESSORS WILLIAMS (HEAD), MARSTON; ASSOCIATE PROFESSORS BROWN, PREWETT; ASSISTANT PROFESSORS DAVIS, HOSSACK; INSTRUCTOR WEISSER

To meet the need for an increasing number of engineers, both two-and four-year programs of undergraduate studies are offered in the lower and upper divisions of the College of Applied Arts.

The two-year program in engineering outlined on page 61 leads to the Associate Title in Applied Arts. The fundamental studies, basic to the first and second year for all branches of engineering, are required. The students completing any portion of the program are accepted for transfer by other engineering schools with credit for grade "C" or above. Likewise, they are accepted for continuation in our four-year program. For those finding it necessary to finance their own education, this program improves their earning ability, thus giving proof of the greater value of the four-year degree.

The four-year program in engineering leads to the degree of Bachelor of Science in Industrial Engineering. The university and college facilities are used most effectively to make this program broad enough to meet the general requirements of American industry and create a wholesome attitude toward life. The sequence of subjects outlined below is fundamental and basic to our industrial society, and gives the student a choice in electives that strengthen his natural ability. Graduates with this preparation are trained for positions in production, distribution, or research in American industry.

DEGREE REQUIREMENTS

Bachelor of Science in Industrial Engineering

MR. MARSTON, *Adviser*

FIRST SEMESTER		FIRST YEAR	SECOND SEMESTER	
Math. 113, College Algebra and Trigonometry	5		Math. 114, College Algebra and Analytic Geometry	5
Chem. 111 or 181, Inorg.	4		Chem. 112 or 182, Inorg.	4
Engin. 100, Orientation.	1		B.A. 128, Intro. to Business.	3
Engin. 121, Drawing.	3		Engin. 122, Descriptive Geometry	3
Acc. 101, Elem. Acc.	3		Acc. 102, Elem. Acc.	3
†P.E.	1-1		†P.E.	1-2
		17		19-20

SECOND YEAR

Math. 223, Differential Calculus....	4	Math. 224, Integral Calculus....	4
Engl. 109 or 111, Comp.	3	Engl. 111 or 112, Comp.	3
Engin. 103, Engin. Problems....	3	Engin. 200, Elementary	
Engin. 111, Mfg. Processes....	3	Surveying	3
Engin. 235, Properties of		Engin. 215, Metal Machining....	3
Engin. Materials	3	Engin. 230, Statics of Engin.	3
Psych. 101, Elem. Psych.	3	†P.E.	1
†P.E.	1-2		17
<hr/>			
20-21			

THIRD YEAR

Phys. 211, Gen. Phys.	5	Phys. 212, Gen. Phys.	5
Engin. 214, Metal Fabrication....	2	Engin. 405, Motion and	
Engin. 330, Dynamics of Engin.	3	Time Study	3
Acc. 305, Cost Acc.	3	Engin. 342, Strength of Materials	4
Econ. 211, Principles.....	3	Acc. 306, Cost Acc.	3
	16	Econ. 212, Principles.....	3
<hr/>			
			18

FOURTH YEAR

Engin. 431, Fluid Mechanics....	3	Engin. 460, Thermodynamics....	3
Psych. 362, Ind. Psych.	3	Engin. 454, Fundamentals of DC	
Engin. 410, Engin. Seminar....	1	and AC Machinery.....	3
B.A. 323, Business Law.....	3	B.A. 436, Production Controls....	3
Engin. 415, Technical Writing....	3	Speech 201, for Business and Ind.	3
B.A. 350, Industrial Organization.	3	*Electives	5
	16		17

†Students may elect Air Force ROTC.

*Electives may be selected from Engineering, Mathematics and Business Administration.

Two-Year Program in Engineering

MR. DAVIS, MR. PREWETT, *Freshman Advisers; Sophomore Advisers to be assigned.*

FIRST YEAR

First Semester		Second Semester	
Engl. 109 or 111, Composition....	3	Engl. 111 or 112, Composition....	3
*Math. 113, College Algebra		*Math. 114, College Algebra	
and Trigonometry	5	and Analytic Geometry.....	5
*Chem. 111 or 181.....	4	*Chem. 112 or 182.....	4
Engin. 121, Engin. Drawing....	3	Engin. 122, Descriptive	
Engin. 100, Orientation.....	1	Geometry	3
†P.E.	1	Engin. 103, Engin. Problems....	3
	17	†P.E.	1
<hr/>			
			19

SECOND YEAR

Math. 223, Differential Calculus....	4	Math. 224, Integral Calculus....	4
Phys. 211, General Phys.	5	Phys. 212, General Phys.....	5
Engin. 220, Engin. Drawing....	3	Engin. 230, Statics of Engin.	3
†P.E.	1	†P.E.	1
Electives	3	Electives	3
	16		16

*Individuals who are not qualified for mathematics or chemistry may postpone until later.

†Students may elect Air Force ROTC.

Courses to complete a student's program may be chosen from the following group of elective subjects:

Principles of Economics
Public Speaking
Chemistry (Qualitative)
Technical Sketching

Differential Equations
Shop Work
Dynamics of Engineering
Surveying

ENGINEERING

- 100 **Engineering Orientation** (I,II) 1 hour
- 103 **Engineering Problems** Prereq: Math. 113 or equivalent. (I,II) 3 hours
- 105 **Slide Rule and Computing Methods**
Prereq: permission of instructor. (I) 1 hour
- 110 **Wood Shop** (I,II,S) 3 hours
- 111 **Manufacturing Processes** Prereq: Engin. 121
or permission of instructor. (I,II) 3 hours
- 121 **Engineering Drawing** (I,II,S) 3 hours
- 122 **Descriptive Geometry** Prereq: Engin. 121. (I,II,S) 3 hours
- 124 **Architectural Drafting, Lettering & Dimensioning**
Prereq: Engin. 121 or equivalent. (E) 3 hours
- 155 **Wood Finishing** Prereq: Engin. 110. (II) 3 hours
- 200 **Elementary Surveying** Prereq: Math. 112 or
permission of instructor (I,II) 3 hours
- 214 **Metal Fabrication** Prereq: Engin. 121 or equivalent. (I,II) 2 hours
- 215 **Metal Machining** Prereq: Engin. 121 or equivalent. (I,II,S) 3 hours
- 220 **Engineering Drawing** Prereq: Engin. 122 and Math 111A. (I,II,S) 3 hours
- 224 **Architectural Drafting and Design** Prereq: Engin. 124. (E) 3 hours
- 230 **Statics of Engineering** Prereq: Math. 214 or 224. (I,II) 3 hours
- 230A **Statics of Engineering** Prereq: Math 112 or 113 or
permission of instructor (I,II) 2 hours
- 235 **Properties of Engineering Materials** Prereq: permission
of instructor (I,II) 3 hours
- 250 **The General Shop** (II) 3 hours
- 300 **Advanced Surveying** Prereq: Engin. 200. (II) 4 hours
- 311 **Advanced Wood Shop** Prereq: Engin. 110 or equivalent. (II,S) 3 hours
- 315 **General Shop** (Plastics and Leather)
Prereq: sophomore standing. (I,S) 3 hours
- 316 **Advanced Metal Machine** Prereq: Engin 215. (II,S) 3 hours
- 324 **Advanced Architectural Drafting** Prereq: Engin. 224. (E) 3 hours
- 330 **Dynamics of Engineering** Prereq: Engin. 230. (I) 3 hours
- 336 **Meteorology** (I,II) 3 hours
- 340 **Refrigeration and Air Conditioning** Prereq: Phys. 212
or permission of instructor. (E) 3 hours
- 342 **Strength of Materials** Prereq: Engin. 230, Math. 224. (II) 4 hours
- 343 **Theory of Structures I** Prereq: Engin. 342. (E) 3 hours

- 350 **Shop Teaching Methods** Prereq: minimum 9 hours shop work.. (I) 3 hours
- 355 **School Shop Administration** Prereq: junior standing..... (II) 2 hours
- 361 **Industrial Safety** Prereq: permission of instructor..... (II) 2 hours
- 405 **Motion and Time Study and Standard Times**
Prereq: Engin. 111 or permission of instructor; junior standing... (II) 3 hours
- 410 **Engineering Seminar** Prereq: senior standing or
- 411 permission of instructor..... (I-II) each 1 hour
- 412 **Special Engineering Problems** Prereq: senior standing
or permission of Dean..... (I,II,E) 1-3 hours
- 413 **Metropolitan Area Planning** Prereq: senior standing and/or active
professional interest in the problems of the community or region.. (E) 3 hours
- 415 **Technical Writing, Specifications, and Contracts**
Prereq: senior standing or permission of Dean..... (I,II) 3 hours
- 424 **Advanced Architectural Design** Prereq: Engin. 324..... (E) 3 hours
- 431 **Fluid Mechanics** Prereq: Engin. 330..... (I) 3 hours
- 450 **Industrial Arts Design** Prereq: Engin. 122 or
permission of instructor..... (I) 3 hours
- 452 **Metallurgy for Engineers** Prereq: Engin. 235 or
permission of instructor..... (I,II,E) 3 hours
- 454 **Fundamentals of DC and AC Machinery**
Prereq: Phys. and Math. 224..... (II) 3 hours
- 460 **Engineering Thermodynamics** Prereq: Phys. 112
or 212, Engin. 330..... (E) 3 hours

DEPARTMENT OF HOME ECONOMICS

PROFESSOR KILLIAN (HEAD); INSTRUCTOR KUNDEL

Students may select the basic four-year Bachelor of Science degree, with a major in Home Economics, Dietetics, or Home Economics-Education. Two-year Associate Titles are available in Foods and Nutrition, Clothing and Design, and Home Making.

DEGREE REQUIREMENTS

Bachelor of Science in Home Economics

MISS KILLIAN, *Adviser*

FIRST YEAR			
First Semester		Second Semester	
*Engl. 109 or 111.....	3	*Engl. 111 or 112.....	3
H. Ec. 101, Elem. Nutrition and Food Preparation	3	H. Ec. 102, Food Selection and Preparation	3
H. Ec. 103, Clothing construction.	3	H. Ec. 104, Clothing Construction	3
Psych. 101, Intro. Psych.....	3	Biol. 245, Physiology and Anatomy of Man	5
P.E. 111	1	P.E. 112	1
*Electives	3	*Electives	3
	16		18
SECOND YEAR			
Chem. 101, College Chem.....	5	Chem. 102, College Chem.....	5
H. Ec. 201, Meal Planning and Service	3	H. Ec. 303, Advanced Clothing or H. Ec. 304, Tailoring	3
H. Ec. 202, Textiles	3	H. Ec. 205, Costume Design.....	3
P.E. 211	1	P.E. 212	1
*Electives	3-5	*Electives	3-5
	15-17		15-17
THIRD YEAR			
H. Ec. 301, Nutrition and Dietetics	3	H. Ec. 302, Dietetics in Disease..	3
Econ. 211, Principles of Econ., or Soc. 215, Intro. Soc..	3	Biol. 125, Microbiology.....	3
Speech 201, Speech for Business and Ind.	3	Econ. 212, Principles of Econ. or Soc. 332, Marriage and the Family	3
*Electives	7-9	H. Ec. 204, Home Management...	3
	16-18	*Electives	3-4
			15-16
FOURTH YEAR			
H. Ec. 305, Child Care and Development	3	H. Ec. 306, Interior Decoration...	3
***Electives	12-14	H. Ec. 310, Experimental Foods..	3
	15-17	***Electives	9-11
			15-17

Suggested electives: Humanities, demonstration techniques, physiological chemistry, psychology, typing, shorthand, accounting, chorus, orchestra, art and foreign languages.

*Electives may be substituted if proficiency is established by examination.

***Those planning to teach home economics should take the prescribed courses in education as their electives.

Bachelor of Science in Home Economics (Major in Education)

MISS KILLIAN, *Adviser*

The program for the first three years is essentially the same as that for Bachelor of Science in Home Economics.

FOURTH YEAR

First Semester		Second Semester	
H. Ec. 305, Child Care and Development	3	H. Ec. 306, Interior Decoration...	3
Educ. 353, Methods of Teaching High School Subjects.....	2	Educ. 358, Student Teaching.....	3
Educ. 357, Student Teaching....	3	*Electives	9-10
*Electives	9		15-16
	17		

Those majoring in Education with a teaching field in Home Economics should select courses in the following fields: Foods and meal planning, six hours; textile and clothing, six hours; home management, three hours; child development, three hours; basic decoration and home furnishings, three hours; and nutrition, three hours.

*Those planning to teach home economics should take the prescribed courses in education as their electives.

Bachelor of Science in Home Economics (Major in Dietetics)

MISS KILLIAN, *Adviser*

The student may take a four-year program in dietetics by following the first three-year requirements of the degree of Bachelor of Science in Home Economics, with these exceptions: Substitute Chemistry 202, Physiological Chemistry, for Home Economics 205 and 303 in the second semester of the second year (this course must be taken preceding or concurrently with Home Economics 301, Nutrition and Dietetics) and add Psychology 251, Educational Psychology, in the second semester of the third year. American Dietetics Association requires nine hours in two of the following subjects, Psychology, Sociology, and Economics; six of one subject and three of another. After June, 1962, Industrial Psychology or Personnel Management also will be required.

FOURTH YEAR or SUMMER SESSION

First Semester		Second Semester	
Acc. 101	3	*H. Ec. 308, Institutional Management	3
*H. Ec. 307, Quantity Cookery....	3	Electives	13-14
Psych. 251, Educ. Psych.	3		16-17
Electives	8-9		
	16-17		

*Home Economics 307 and 308 are offered summers only.

Associate in Home Economics (Two-Year Program)

I. FOODS AND NUTRITION

MISS KILLIAN, *Adviser*

FIRST YEAR

First Semester		Second Semester	
Engl. 109 or 111, Composition...	3	*Engl. 111 or 112, Composition...	3
**Chem. 101 or 111 or 181.....	4-5	**Chem. 102 or 112 or 182.....	4-5
H. Ec. 101, Food Selection and Preparation	3	H. Ec. 102, Food Selection and Preparation	3
P.E. 111	1	P.E. 112	1
Electives	3-4	Electives	3-5
	15-16		14-17

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SECOND YEAR

H. Ec. 201, Meal Planning and Service	3	H. Ec. 204, Home Management...	3
Econ. 211, Principles of Econ....	3	Biol. 245, Physiology and Anatomy of Man	5
H. Ec. 301, Nutrition and Dietetics	3	Soc. 215, General Soc.	3
P.E. 211	1	Econ. 212 or Soc. 332, Marriage and the Family.....	3
Electives	6	Speech 201, Speech for Business and Ind.	3
	16	P.E. 212	1

18

Recommended electives: Home Economics 103, 104, 202, 203, and 309, microbiology, psychology, humanities, literature, typing, shorthand, choir, orchestra, and art.

*Electives may be substituted if proficiency is established by examination.

**While the student will ordinarily take chemistry the first year, it may be postponed for sufficient reason after consultation with counselor.

II. CLOTHING AND DESIGN

MISS KILLIAN, *Adviser*

FIRST YEAR

First Semester		Second Semester	
*Engl. 109 or 111, Composition...	3	*Engl. 111 or 112, Composition...	3
H. Ec. 103, Clothing Construction	3	H. Ec. 104, Clothing Construction	3
P.E. 111	1	P.E. 112	1
Electives	8-9	Electives	9-10
	15-16		16-17

SECOND YEAR

H. Ec. 303, Advanced Clothing, or H. Ec. 205, Costume Design...	3	Soc. 215, General Soc.	3
H. Ec. 202, Textiles	3	H. Ec. 204, Home Management...	3
P.E. 211	1	Speech 201, Speech for Business and Ind.	3
Electives	9-11	P.E. 212	1
	16-17	Electives	6-7
			16-17

Recommended electives: Home Economics 101, 102, 301, 302, 309, Accounting 101, Business 128, 331, and 336, Journalism 115, psychology, typing, choir, orchestra, shorthand, Chemistry 101 and 102, and humanities.

*Electives may be substituted if proficiency is established by examination.

III. HOME MAKING

MISS KILLIAN, *Adviser*

FIRST YEAR

First Semester		Second Semester	
*Engl. 109 or 111, Composition...	3	*Engl. 111 or 112, Composition...	3
H. Ec. 101, Food Selection and Preparation	3	H. Ec. 102, Food Selection and Preparation	3
H. Ec. 103, Clothing Construction	3	H. Ec. 104, Clothing Construction	3
Psych. 101, Intro. to Psych.	3	H. Ec. 306, Interior Decoration...	3
P.E. 111	1	P.E. 112	1
Electives	3	Electives	3
	16		16

SECOND YEAR

H. Ec. 201, Meal Planning and Service	3	H. Ec. 204, Home Management...	3
H. Ec. 305, Child Care and Development	3	Humanities, Soc. Sci., Natural Sci.	5
Humanities, Soc. Sci., Natural Sci.	5	P.E. 212	1
P.E. 211	1	Electives	7-8
Electives	4-5		16-17
	16-17		

Recommended electives: chemistry, economics, Sociology 332, microbiology, psychology, art, typing, shorthand, Home Economics 202, 205, 301, 303, music, and foreign languages.

*Electives may be substituted if proficiency is established by examination.

HOME ECONOMICS

- 101 **Elementary Nutrition and Food Preparation**
- 102 **Food Selection and Preparation** 101 prereq. to 102.... (I,II) each 3 hours
- 103 **Clothing Construction**
- 104 103 prerequisite to 104..... (I,II) each 3 hours
- 201 **Meal Planning and Service** Prereq: H. Ec. 102 or
permission of instructor..... (I) 3 hours
- 202 **Textiles** (I) 3 hours
- 203 **Non-textiles** (or Merchandise Information)..... (II) 3 hours
- 204 **Home Management** (II) 3 hours
- 205 **Costume Design** (II) 3 hours
- 209 **Personality and Style** (E) 3 hours
- 301 **Nutrition and Dietetics** Prereq: H. Ec. 102
or permission of instructor..... (I) 3 hours
- 302 **Dietetics in Disease** Prereq: H. Ec. 301..... (II) 3 hours
- 303 **Advanced Clothing** Prereq: H. Ec. 104..... (I) 3 hours
- 304 **Tailoring** Prereq: H. Ec. 303 or permission of instructor..... (E) 3 hours
- 305 **Child Care and Development** (I) 3 hours
- 306 **Interior Decoration** (II) 3 hours
- 307 **Quantity Cookery** Prereq: H. Ec. 201..... (S) 3 hours
- 308 **Institutional Management** Prereq. H. Ec. 102 and 201
or permission of instructor..... (S) 3 hours
- 309 **Demonstration Techniques** Prereq: H. Ec. 102 and 104
or permission of instructor..... (I) 3 hours
- 310 **Experimental Cookery** Prereq: H. Ec. 102 and Chem. 102
or permission of instructor..... (II) 3 hours
- 404 **Advanced Tailoring** Prereq: H. Ec. 304 or
permission of instructor..... (II) 3 hours
- 406 **Advanced Interior Decoration** Prereq: H. Ec. 306 or
permission of instructor..... (II) 3 hours

DEPARTMENT OF JOURNALISM

ASSOCIATE PROFESSORS MCGRAHAN, PETERSON (HEAD); INSTRUCTOR KEMP

Journalism education at the University of Omaha seeks to be broadly cultural as well as intensely practical. It is designed to lay the foundation necessary for competency in the highly diversified areas of mass communication today.

One basic degree is offered in journalism; however, each student may select a particular area of interest within the field of journalism and complete courses within that area for a "special" concentration. Such areas may include radio-TV journalism, home economics journalism or industrial editing. Other programs are also available by arrangement with the departmental chairman.

DEGREE REQUIREMENTS

Bachelor of Science in Journalism

MR. PETERSON, *Adviser*

FIRST YEAR

First Semester		Second Semester	
Journ. 101, Amer. Journ.....	3	Journ. 116, News Editing.....	3
Journ. 115, News Writing.....	3	Engl. 111 or 112, Composition...	3
Engl. 109 or 111, Composition...	3	*Soc. Sci. or Humanities.....	3-5
Psych. 101, Intro. to Psych.....	3	***Psych.....	3
*Soc. Sci. or Humanities.....	3-5	†P.E.....	1
†P.E.....	1	Electives.....	3

16-18

16-18

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SECOND YEAR

Journ. 227, Reporting of Public Affairs	3	Journ. 211, Radio-TV News.....	3
**Journ. 245, Practical Journ.	1	**Journ. 246, Practical Journ.....	1
Econ. 211, Principles of Econ.	3	Journ. 311, Photography.....	3
Natural or Physical Sci.	5	Econ. 212, Principles of Econ.	3
P.E.	1	P.E.	1
Electives	3	Electives	5
	16		16

THIRD YEAR

Journ. 325, Typography.....	3	Journ. 341, Communications Law and Management	3
Journ. 340, Mass Communications	3	**Journ. 346, Practical Journ.	1-2
**Journ. 345, Practical Journ.	1-2	Hist. 112, Amer. Hist. since 1865.	3
Hist. 111, Amer. Hist. to 1865....	3	Pol. Sci. 204, State and Local Govt.	3
Pol. Sci. 201, Amer. Natl. Govt....	3	B.A. 336, Advertising.....	3
Electives	3	Electives	3
	16-17		16-17

FOURTH YEAR

Journ. 401, Seminar in Mass Communications	3	Journ. 402, Seminar in Mass Communications	3
**Journ. 445, Practical Journ.	1-2	**Journ. 446, Practical Journ.	1-2
English 245 or 246, Amer. Lit....	3	Journ. 423, Public Relations.....	3
Electives	9	Electives	9
	16-17		16-17

†Students may select Air Force ROTC.

*The student is required to select a minimum of six credit hours in the social sciences and/or humanities during the freshman year.

**Four semesters required, but total hours must not exceed eight credit hours, in Journalism 245-6, 345-6, 445-6.

***Six hours of psychology are required, including Psychology 101.

TWO-YEAR PROGRAM IN JOURNALISM

MR. PETERSON, *Adviser*

FIRST YEAR

First Semester		Second Semester	
Journ. 101, Amer. Journ.	3	Journ. 116, News Editing.....	3
*Journ. 115, News Writing.....	3	Humanities 102, or Soc. Sci. 102, or Natural Sci. 102, or 3-5 hours of courses within one of these fields	3-5
Humanities 101, or Soc. Sci. 101, or Natural Sci. 101, or 3-5 hours of courses within one of these fields	3-5	Engl. 111 or 112, Composition... ..	3
Engl. 109 or 111.....	3	†P.E.	1
†P.E.	1	Electives	3-4
Electives	3-4		13-16
	16-19		

SECOND YEAR

Psych. 101, Intro. to Psych.	3	**Psych.	3
Journ. 211, Radio-TV News.....	3	B.A. 336, Advertising.....	3
Econ. 211, Principles of Econ.	3	Econ. 212, Principles of Econ.	3
Pol. Sci. 201 or Hist. 111.....	3	Pol. Sci. 204 or Hist. 112.....	3
†P.E.	1	†P.E.	1
Electives	3-4	Electives	3-4
	16-17		16-17

*Students who are qualified to enter English 111 may enroll in News Writing concurrently.

†Students may elect Air Force ROTC.

**Six hours of psychology required, including Psych. 101.

Suggested Electives: sociology, English, philosophy, speech, journalism.

JOURNALISM

- 101 **American Journalism and the Press Today** (I) 3 hours
- 115 **News Writing and Reporting** Prereq: enrollment in Engl. 111,
ability to type, or permission of instructor (I) 3 hours
- 116 **News Editing and Makeup** Prereq: Journ. 115 or
permission of instructor (II) 3 hours
- 201 **Introduction to Mass Communications** (II,E) 3 hours
- 211 **Radio and Television News Writing** Prereq: Journ. 115
or equivalent (II) 3 hours
- 227 **Reporting of Public Affairs** Prereq: Journ. 115 or
permission of instructor (I) 3 hours
- 245-6
- 345-6 **Practical Journalism** Prereq: Journ. 115 or
445-6 permission of instructor (I-II) each 1-2 hours
- 311 **Photography** (II,E) 3 hours
- 313 **Advanced Photography** Prereq: Journ. 311 or
permission of instructor (II) 3 hours
- 325 **Typography** (I) 3 hours
- 335 **Journalism Internship Program**
Prereq: permission of instructor (I,II) 2-3 hours
- 340 **Mass Communications** Prereq: junior standing (I) 3 hours
- 341 **Communications Law and Management** Prereq: Journ. 116
or permission of instructor (II) 3 hours
- 350 **Industrial Publication Editing** Prereq: Journ. 115 or
permission of instructor (E) 3 hours
- 362 **Advertising Copywriting and Layout** Prereq: B.A. 336 or
permission of instructor (II) 3 hours
- 401 **Seminar in Mass Communications**
402 Prereq: senior standing (I-II) each 3 hours
- 423 **Public Relations** Prereq: Psych. 101 or permission of instructor .. (II) 3 hours
- 424 **Publicity Methods** (E) 3 hours
- 443 **World Communications** Prereq: senior standing or
permission of instructor (II) 3 hours

DEPARTMENT OF MILITARY SCIENCE

This degree program is open to members of the Armed Services and to regular college students who wish to follow a military career. It provides a well-rounded education with a reasonable amount of specialization in the junior or senior years through proper choice of electives. Students must earn 125 credit hours with a grade average of 2.0 or above. The last 24 hours must be carried in residence at the University of Omaha.

DEGREE REQUIREMENTS

Bachelor of Science in Military Science

MR. HELMSTADTER, *Adviser*

First Semester		FIRST YEAR		Second Semester	
*English 109 or 111, Composition.	3	*Engl. 111 or 112, Composition...	3		
Math. 111, Algebra.....	3	Math. 112, Trigonometry.....	3		
Engin. 121, Engin. Drawing.....	3	Engin. 200, Surveying.....	3		
Foreign Lang.	3	†Speech 201, Speech for Business			
**Milit. Sci. 101.....	2	and Industry	3		
**P.E.	1	Foreign Lang.	3		
	15	**Milit. Sci. 102.....	2		
		**P.E.	1		
			18		
		SECOND YEAR			
Econ. 211, Principles of Econ. ...	3	Econ. 212, Principles of Econ. ...	3		
Phys. 111, or other science.....	4-3	Phys. 112, or other science.....	4-3		
Pol. Sci. 201, Amer. Nat. Govt. ...	3	Engin. 111, Shop and Manufactur-			
Hist. 111, Amer. Hist.	3	ing Processes	3		
Soc. 215, General Soc.	3	Hist. 112, Amer. Hist.	3		
*Milit. Sci. 201.....	2	†Milit. Sci. 206, Milit. Leadership..	3		
**P.E.	1	**Milit. Sci. 202.....	2		
	19-18	**P.E.	1		
			19-18		
		THIRD YEAR			
Engl. 231, Engl. Lit.	3	Engl. 232, Engl. Lit.	3		
B.A. 350, Ind. Organization and		B.A. 351, Personnel Management.	3		
Management, or B.A. 355, Office		B.A. 324, Business Law	3		
Management and Control.....	3	***Milit. Sci. 302, Administration			
B.A. 323, Business Law.....	3	and Air Operations.....	3		
***Milit. Sci. 301, Supply Logistics		Electives	3		
Electives	3		15		
	15				
		FOURTH YEAR			
Pol. Sci. 321, International		Pol. Sci. 326, Amer. Diplomacy...	3		
Relations	3	***Milit. Sci. 402, Staff Functions.	3		
***Milit. Sci. 401, Advanced		Electives (200, 300, or 400			
Administration	3	courses)	9		
Electives (200, 300, or 400			15		
courses)	9				
	15				

*Two English courses, six credits, required; electives may be substituted if proficiency is established by examination.

**Four credits in physical education and eight credits in basic military science will be granted on the basis of one year of active military service.

***An individual who has received a commission will be granted 12 additional credit hours in advanced military science.

†Three credit hours in speech and three credit hours in military leadership will be granted for commissioned officers with one year in command or supervisory position.

Students passing GED (General Educational Development) Tests College Level with appropriate scores will be granted credit as follows:

- GED Test No. 1 — 6 credits in elementary English composition.
- GED Test No. 2 — 6 credits social science.
- GED Test No. 3 — 6 credits in natural science.
- GED Test No. 4 — 6 credits in literature.

DEPARTMENT OF NURSING AND MEDICAL TECHNOLOGY

DEGREE REQUIREMENTS Bachelor of Science in Nursing

MISS PATACH, *Adviser*

The University of Omaha cooperates with hospitals approved by the Council on Medical Education and with hospitals of the American Medical Association. The University grants a degree to the students who complete the requirements of the regular three-year basic nursing program and a two-year course of study in an accredited university.

First-year courses (University) completed as part of the three-year basic nursing program do not substitute for any part of the two-year course of study outlined below. All students must meet the entrance requirements and maintain an average grade of "C" (2.00) or above.

Students must complete the minimum program of 64 college hours outlined below for the degree of Bachelor of Science in Nursing if they follow the three-year hospital, two-year University plan.

FIRST SEMESTER		FIRST YEAR		SECOND SEMESTER	
Psych.	3			Psych.	3
*Engl. 109 or 111, Composition...	3			*Engl. 111 or 112, Composition...	3
**Chem. 101, College Chem.	5			**Chem. 102, College Chem.	5
Soc. Sci.	3			Soc. Sci.	3
P.E.	1			P.E.	1
	15				15
		SECOND YEAR			
Humanities	3			Humanities	3
†Biol.	4			†Biology	4
Soc.	3			Soc.	3
P.E.	1			P.E.	1
Electives	6			Electives	6
	17				17

*Electives may be substituted if proficiency is established by examination.

**Other chemistry courses may be substituted if desired.

Suggested electives: Religion 111 and 112, physiology, additional chemistry, typing, literature, philosophy, foreign language, nursing education, and psychology.

†May include Natural Science 102 — General Biology.

DEGREE REQUIREMENTS Bachelor of Science in Medical Technology

MR. BUSCH, *Adviser*

The University of Omaha cooperates with hospitals approved by the Registry of Medical Technologists of the American Society of Clinical Pathologists. The University grants the degree of Bachelor of Science in Medical Technology to students who have successfully completed the regular twelve-month course in Medical Technology required by the Registry, and a three-year program of subjects in an accredited university, as outlined below. Work done as part of the training in technology does not substitute for any part of this three-year program. All students must meet the University's entrance requirements and must maintain an average grade of "C" or above in a minimum program of 96 college hours. Thirty of the last 36 hours must be taken at the University of Omaha. The three-year program is as follows:

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FIRST YEAR			
First Semester		Second Semester	
Chem. 111 or 181, Gen. Inorganic Chem.	4	Chem. 112 or 182, Gen. Inorganic Chem.	4
Biol. 113, Zool.	4	Biol. 114, Zool.	4
Math. 111A, Algebra.	3	Engl. 111 or 112, Composition... ..	3
Engl. 109 or 111, Composition... ..	3	Psych. 101, Intro. to Psych.	3
P.E.	1	P.E.	1
	15		15
SECOND YEAR			
Biol. 325, Genetics.	3	Biol. 245, Physiology and Anatomy of Man	5
Chem. 213, Organic Chem.	4	Chem. 214, Organic Chem.	4
Soc. Sci.	3	Soc. Sci.	3
Biol. 153, Botany.	4	P.E.	1
P.E.	1	Electives	4
Electives	6		17
	21		
THIRD YEAR			
Biol. 351, Histology.	4	Biol. 336, Bacteriology	4
Phys. 111, Phys.	4	Biol. 353, Microtechnique.	3
Humanities	3	**Chem. (Electives)	4
Electives	5	Humanities	3
	16	Electives	2
			16

**Quantitative Analysis, Chemistry 211, recommended.

DEPARTMENT OF SKILLS DEVELOPMENT

In the College of Applied Arts there is a special skills and general studies department especially for students who wish to improve their skills in communication, mathematics, and reading. It is recommended that some freshmen take special work in these areas, as indicated by their guidance examinations. The services of the department are also available to any student in the University.

READING DEVELOPMENT

97 Reading Improvement (I,II) 1 hour

COMMUNICATION SKILLS

110 (English) Basic Course in Communication Skills (I,II) 3 hours

THE COLLEGE OF EDUCATION

FRANK H. GORMAN, *Dean*

The professional education of teachers was introduced as a function of the University of Omaha in 1911. The work was conducted by a small Department of Education. From 1948 to 1950 the faculty was enlarged in order that services to the teaching profession might be more adequately provided, and in 1950 the College of Education was established. It is composed of the following departments: Foundation and General Courses, Elementary Education, Secondary Education, Physical Education for Men, Physical Education for Women, Library Science, Nursing Education, Special Education, and Graduate Studies.

The purposes of the College of Education are threefold: (1) to provide for the education of students who are preparing to teach; (2) to contribute to the professional growth and development of teachers who wish to improve their skills and understanding; (3) to provide educational services to organized agencies that are cooperating with the schools and to personnel in other types of educational institutions. According to their individual interests and aptitudes, students may prepare in one or more of the following areas: Elementary Education, Secondary Education, Physical Education for Men, Physical Education for Women, Library Science, Special Education, and Nursing Education.

The specific objectives of the College of Education are:

- (1) to prepare candidates for the profession of teaching
 - who possess capacity for and appreciation of scholarship
 - who possess sound physical, mental, and social health
 - who understand and support the American public school system
 - who express themselves clearly, concisely, and meaningfully in writing and speaking
 - who consider teaching a professional experience
 - who possess sound academic and professional qualifications for teaching in their chosen field;
- (2) to provide educational services to individuals and organizations
 - that strive to improve teacher competence
 - that endeavor to raise standards of teacher education
 - that desire to improve educational programs
 - that encourage an appreciation of the American public school system;
- (3) to promote research as a foundation to undergird the instruction provided by the College of Education.

GENERAL REQUIREMENTS

1. Admission — Students must meet the University entrance requirements.

2. Degree requirements — For the degree of Bachelor of Science in Education, a minimum of 125 credit hours is required. The candidate is subject to the current requirements of the college.

3. Residence — Thirty of the last 36 hours required for the degree must be registered for and carried in residence at this University.

4. Quality of work — Candidates for the degree must attain an average grade of at least "C" for the minimum total credit hours required for graduation. Candidates for the degree and for all certificates must maintain an average grade of at least "C" in education courses with no grade below "C" in those courses for which Psychology 251, Educational Psychology, or Education 205, Human Growth and Learning, is a prerequisite. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

Each candidate for the degree must attain in his academic major and teaching fields a grade of at least "C" in as many credit hours of work as the minimum number required. Men and women physical education majors must attain a grade of at least "C" in 21 credit hours of work in their major and an average of "C" for the 35 required hours.

All students entering the teacher-education program are expected to demonstrate suitable competence in reading, mathematics, library usage, oral English usage, and demonstrate satisfactory performance on a personality inventory. Those who do not, must remove the deficiency before they will be considered as candidates for the degree or recommended for a certificate.

5. Permission to continue in the program — On the completion of Education 201 and 205 (Education 207 and Psychology 251 may be substituted for Education 205), students must be approved by a faculty committee before they may continue in the program for the degree or be recommended for a certificate. Transfer students who have completed the above courses or their equivalent in other institutions must be approved before they are allowed to elect student teaching. Students considered academically or socially unsuited for teaching shall be encouraged to enter other programs.

6. Physical Education — At least four semester hours of college work in physical education, including P.E. 111, Personal Health and Hygiene for men students, are required of each candidate who is under the age of 21 at the time of his entrance into the University and not yet over the age of 24 on graduation. Eight semester hours in physical education activities may be accepted toward the degree, except for students specializing in

physical education. The number of hours that majors in physical education may take will be at the discretion of the Department of Physical Education.

7. English — Students *must* earn credit in English 111 and 112; or, if performance on the English proficiency examination warrants, English 112 and three semester hours in advanced English. Those who are excused from both English 111 and 112 shall take English 115 and three semester hours in advanced English.

8. General Education—In each of the divisions—Humanities, Natural Sciences, and Social Sciences—the requirement is 10 credit hours in survey courses, or 12 credit hours in departmental courses, of which not more than eight may be from a single department in the division. Each five semester hours of credit in a survey course may be presented in lieu of six credit hours in departmental courses in the division. Students in elementary education must take Natural Sciences 101 and 102 (exceptions by permission of head of department). The three divisions include the departments listed below.

Humanities — Art, English, foreign languages, music, philosophy, religion, and speech. (English 109, 111, 112, and 115 may not be used to meet any part of this requirement. A student who presents two semesters of a foreign language may count eight credit hours toward this requirement.)

Natural Sciences — Biology, chemistry, Geography 254, mathematics, and physics.

Social Sciences — Economics, geography (except Geography 254), history, political science, psychology, and sociology.

9. Majors and Teaching Fields — Each candidate must complete a major in Education consisting of courses specifically required by the College and a choice of others designated as appropriate. In addition to the major in Education, each student must complete an academic major which may be a departmental major or a divisional major.

Elementary Education — All students are required to present a divisional major or a departmental major.

Secondary Education — All students must present at least two teaching fields, one of which may consist of a departmental major, as outlined by the academic department concerned. It is recommended that 50 per cent of required hours for teaching fields be in upper division courses.

10. Approval of departmental majors and teaching fields — Each student working for certification in secondary education must have his departmental major and teaching fields and the courses included in them approved by the head of each department concerned and the Education adviser. Each semester the student must obtain the approval of the heads of departments involved before presenting his program card for approval by the Dean of the College of Education.

DEGREE REQUIREMENTS

Bachelor of Science in Education

1. General requirements — Each candidate must meet the general requirements of the College.

2. Basic courses — The candidate must present credit in the basic courses, Education 201 and 205 (Education 207 and Psychology 251 may be substituted for Education 205). Psychology 251 may be used in meeting requirement 1, 4, or 5.*

3. Major fields in Education—In one of the three fields, kindergarten-primary education, intermediate-upper grade education, and secondary education, the candidate must complete a major consisting of specified courses as follows:

Kindergarten-Primary — Speech 342, Education 301, Education 331, 332, 333, 334, **337, and three courses selected from Art 202 or 336, Music Education 251, Physical Education 335, Library Science 373, Education 418, Special Education 488.

Intermediate-Upper — Speech 342, Education 301, Education 341, 342, 343, 344, **337, and three courses selected from Art 202 or 336, Music Education 251, Physical Education 336, Library Science 373, Education 418, Special Education 488.

Secondary — Education 302, †351, 353, 357, 358, 397.

4. Divisional majors—Candidates who choose majors in Elementary Education, must present either a departmental major in one of the fields in paragraph 5 (below) or a divisional major consisting of at least 18 credit hours of work in courses bearing numbers above 200, at least 12 of which must bear numbers above 300, and all of which must be contained within one of the three divisions, Humanities, Natural Sciences, or Social Sciences. A divisional major shall include at least three subject fields in the division with not more than nine credit hours in any one field.

5. Departmental majors — Students who expect to qualify for a secondary school certificate must fulfill these requirements: at least two teaching fields, one of which should preferably be his departmental major. In case the departmental major is not a teaching field, students must qualify in an additional teaching field (see 6 below). A departmental major consists of work completed in accordance with the requirements of the faculties of the respective departments concerned. The departmental majors

†Students majoring in music will take Music Education 352; those majoring in men's physical education will take P.E. 250 and 251; those majoring in women's physical education will take P.E. 247 and 248. Students planning to teach junior high school will take Education 454.

**May be taken as Library Science 337.

*Courses used to meet general requirements may not be used in the divisional major or the departmental major.

are: Art, biology, business administration, chemistry, *core-program (junior high school), economics, English, French, geography, German, history, home economics, industrial arts, journalism, library science, mathematics, military science, music, physical education for men, physical education for women, physics, political science, psychology, science, secretarial science, social studies, sociology, Spanish, special education, and speech.

6. Teaching fields include: Art, biology, business administration, chemistry, English, French, geography, German, history, home economics, industrial arts, journalism, language arts, library science, mathematics, music, physical education for men, physical education for women, physics, political science, reading, science, secretarial science, social studies, Spanish, and speech.

7. Students who plan to graduate in teacher education, or who seek an initial certificate, must hold a certificate of proficiency in the use of audio-visual aids. This certificate may be secured from the University of Omaha Audio-Visual Department.

8. Maximum hour limits—A candidate may not count toward graduation a total of more than 40 semester hours of credit in education or in any of the fields named in requirements 4, 5, and 6.

9. Correspondence credit—A candidate may not count toward graduation a total of more than 15 semester hours of credit by correspondence, television, and/or extension.

*A combination of language arts and social studies, or science and mathematics.

SPECIAL REGULATIONS

Students may not take more than four courses in Education in any one semester.

The following courses may not be taken prior to Education 205 (or Education 207 and Psychology 251); Education 331, 332, 337, 341, 342, 351, 353, 458, 461, 473, 474, 477, and 488.

Student Teaching —

Either Education 331 or 332 must be taken prior to student teaching (Education 333-34); either Education 341 or 342 must be taken prior to student teaching (Education 343-44); and Education 351 or Education 454 must be taken prior to student teaching (Education 357-58).

A student may not take student teaching while employed in a regular teaching position. Student teaching must be taken on the basis of a full semester assignment in order to receive credit. Experienced teachers may take In-Service Supervised Teaching while employed, when given permission by the head of the department.

All students taking or holding the baccalaureate degree and seeking certification are required to take two semesters of student teaching.

Only one course in student teaching may be taken in any one semester. A grade point average of at least 2.0 in Education and in the subjects to be taught is required for a student to be admitted to student teaching, except that a student in secondary education must have a grade point average of 2.5 in his major teaching field.

No student may take student teaching unless he has previously taken at least six hours of work in Education at the University of Omaha.

The College of Education reserves the right to require students with teaching experience to take at least one semester of student teaching in order to be approved for a teacher's certificate.

In order to be eligible for student teaching, a student must be approved by the Administrative and Curriculum Committee of the College of Education. Students in secondary education must also be approved by the heads of the academic departments in which they are taking their teaching fields.

All persons seeking an initial teacher's certificate with or without the baccalaureate degree must be enrolled in the College of Education and fulfill the requirements as specified. For exception, see below.

A student must have at least 12 semester hours of credit in a teaching field before he may do student teaching in any subject included therein.

SECONDARY SCHOOL CERTIFICATES WITH DEGREES IN OTHER COLLEGES

Students who follow the program for a degree in the Colleges of Liberal Arts, Applied Arts, or Business Administration in the University of Omaha may also qualify for a secondary school certificate by meeting the Education requirements and complying with the special regulations on page 77. The specific requirements for the certificate are courses in Education as indicated below and at least two teaching fields, one of which may be the student's departmental major. The courses in the teaching fields must be approved by the head of each department concerned and by the Education adviser. Students outside the College of Education, upon entering the teacher education program, must be assigned an education adviser.

Those who are earning the Bachelor of General Education degree may not qualify for teacher certification.

EDUCATION REQUIREMENTS FOR SECONDARY SCHOOL CERTIFICATE

		JUNIOR YEAR	
First Semester			Second Semester
Educ. 201, Intro. to Teaching....	3	Educ. 205, Human Growth and Learning (or Educ. 207 and *Psych. 251	5
Educ. 302, Health and Safety Educ.	2	Educ. 351, Secondary Educ.	5
	5	Educ. 397, Practicum.....	1
			11
		SENIOR YEAR	
Educ. 353, Special Methods in High School Subjects.....	2	Educ. 358, Student Teaching	3-5
Educ. 357, Student Teaching....	3-5		3-5
	5-7		

*Psych. 101, Intro. to Psych., is a prerequisite for Psych. 251.

AUDIO-VISUAL DEPARTMENT

The Audio-Visual Department cooperates with the College of Education by providing training in the use of audio-visual materials. This training comes as part of the education methods courses. Each student is required to earn the Department's certificate of proficiency in the operation of the audio-visual equipment.

In addition, the Department encourages Education students to use its instructional materials and resources. Student teachers find this service particularly helpful.

TEACHER PLACEMENT SERVICE

The Office of Teacher Placement is maintained by the College of Education in room 213, Administration Building. This office endeavors to assist all qualified students and former students in locating and securing teaching positions. Undergraduate and graduate students are urged to enroll with the Placement Office before graduation.

School administrators and school board members are cordially invited to make full use of the services offered by the Office of Teacher Placement in their efforts to secure competent teachers for their schools.

DEPARTMENTS OF INSTRUCTION

Key to symbols:

- I — offered in the first semester of each year
- II — offered in the second semester of each year
- S — offered in the summer session
- E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the year in which they will probably be offered (for example, 62-63).

Courses offered by other colleges which are acceptable toward degrees in the College of Education are outlined on page 139.

FOUNDATION AND GENERAL COURSES

PROFESSORS F. GORMAN (HEAD), DUNN; ASSOCIATE PROFESSOR SNARR; ASSISTANT PROFESSOR TREDWAY; INSTRUCTORS ACKERMAN, HLAVAC, PULLEN, TABOR; ASSISTANT INSTRUCTOR HARSH

- 201 **Introduction to Teaching** (I,II,E,S) 3 hours
- 205 **Human Growth and Learning** (I,II) 5 hours
- 207 **Human Growth and Development** (I,II,E,S) 3 hours
- 300 **Special Studies** (I,II,E,S) 1-3 hours
Conducted as short course, seminar, workshop, or special project.
Credit in workshop limited to 10 hours; in special project, 3 hours.
- 411 **Statistical Methods** (Biol. or Psych.) (E) 3 hours
- 418 **Mental Health in the School**
Prereq: Educ. 205 or Psych. 251 (E,S) 3 hours
- 446 **Short Course in College Business Management** (S) 2 hours
- 461 **Audio-Visual Materials in Education**
Prereq: Educ. 205 or Psych. 251 (E,S) 3 hours
- 468 **Audio-Visual Aids Production** Prereq: Educ. 461 (E,S) 3 hours
- 481 **Principles of Adult Education** (E,S) 3 hours
- 482 **Adult Group Leadership** Prereq: senior standing or
permission of instructor (E,S) 3 hours

ELEMENTARY EDUCATION

PROFESSOR BETHEL (HEAD); ASSISTANT PROFESSORS JOHNSON, TREDWAY;
INSTRUCTORS ACKERMAN, TABOR

- 301 **Health and Safety Education**..... (I,II,E,S) 2 or 3 hours
- 330 **In-Service Supervised Teaching**
Prereq: permission of department head..... (I,II) 3 hours
- 331 **Methods and Materials in Kindergarten-Primary Grades (K-3):**
Arithmetic and Sci. Prereq: Educ. 205 or Psych. 251..... (II) 5 hours
- 332 **Methods and Materials in Kindergarten-Primary Grades (K-3):**
Lang. Arts (including Reading) and Social Studies
Prereq: Educ. 205 or Psych. 251..... (I) 5 hours
- 333 **Beginning Student Teaching in Kindergarten-Primary Grades (K-3):**
Prereq: permission of department head..... (I,II) 5 hours
- 334 **Advanced Student Teaching in Kindergarten-Primary Grades (K-3):**
Prereq: permission of department head..... (I,II) 3 or 5 hours
- 337 **Literature for Children** Prereq: Educ. 205 or Psych. 251..... (I,II) 3 hours
- 341 **Methods and Materials in Intermediate-Upper Grades (4-8):**
Arithmetic and Sci. Prereq: Educ. 205 or Psych. 251..... (II) 5 hours
- 342 **Methods and Materials in Intermediate-Upper Grades (4-8):**
Lang. Arts (including Reading) and Social Studies
Prereq: Educ. 205 or Psych. 251..... (I) 5 hours
- 343 **Beginning Student Teaching Intermediate-Upper Grades (4-8):**
Prereq: permission of department head..... (I,II) 5 hours
- 344 **Advanced Student Teaching in Intermediate-Upper Grades (4-8):**
Prereq: permission of department head..... (I,II) 3 or 5 hours
- 473 **Problems in Teaching Reading in Elementary School** Prereq: Educ. 205
or Psych. 251 or permission of instructor..... (E,S) 3 hours
- 477 **Diagnostic and Remedial Instruction**
Prereq: six hours in elem. methods..... (E,S) 3 hours

SECONDARY EDUCATION

PROFESSOR KENNEDY (HEAD); ASSISTANT PROFESSOR JONES;
INSTRUCTORS HANNA, HLAVAC

- 302 **Health and Safety Education in the Secondary Schools** (I,II,E,S) 2-3 hours
- 351 **Teaching in Secondary Schools** Prereq: permission of
department head. (Educ. 397 taken at same time)..... (I,II,S) 5 hours
- 353 **Special Methods in Teaching High School Subjects** (Taken in
conjunction with Educ. 357) Prereq: Educ. 351..... (I,II) 2 hours
- 357 **Beginning Student Teaching in Secondary Schools**
Prereq: Educ. 351..... (I,II) 3-5 hours
- 358 **Advanced Student Teaching in Secondary Schools**
Prereq: Educ. 357..... (I,II) 3-5 hours
- 397 **Practicum in Reading and Study Skills**
Prereq: permission of department head..... (I,II) 1 hour
- 454 **The Junior High School** Prereq: permission of
department head (E,S) 3 hours
- 458 **Co-curricular Activities** Prereq: Educ. 351..... (II,S) 3 hours
- 474 **Problems in Teaching Reading in Secondary School**
Prereq: Educ. 205 or Psych. 251 or permission of instructor.... (E,S) 3 hours

PHYSICAL EDUCATION FOR MEN

ASSOCIATE PROFESSOR YELKIN; ASSISTANT PROFESSORS R. GORMAN (ACTING HEAD), GORR; INSTRUCTORS CANIGLIA, CARDWELL, FISCHER, KURTH, WATCHORN

SERVICE COURSES FOR ALL STUDENTS

- 111 **Personal Health and Hygiene**..... (I,II) 1 hour
- 112 **Individual-Dual Sports** (I,II) 1 hour
- 113 **Restricted Physical Education**..... (I-II) each 1 hour
- 114
- 211 **Beginning Swimming** (I,II) 1 hour
- 212 **Team Sports** (I,II) 1 hour

COURSES FOR PHYSICAL EDUCATION MAJORS

Physical education majors may not take less than 35 hours or more than 40 hours in physical education courses. Eighteen hours must be in the upper division. Majors must complete specific courses as follows: 143, 250, 251, 303, 322 (or 324), 336, 420, 422, 463; Nat. Sci. 101, 102; Biol. 245. The major must complete satisfactorily at least two coaching theory courses. He must qualify in one additional teaching field. A student majoring in Physical Education must have a health rating of *A*.

- 177 **Football Coaching Theory and Practice** (Lab.) (I) 2 hours
- 179 **Basketball Coaching Theory and Practice** (Lab.) (I) 2 hours
- 217 **Wrestling Coaching Theory and Practice** (Lab.) (II) 2 hours
- 250 **Physical Education Activities** (May be used by P.E. majors to
- 251 meet requirements for Special Methods in High School Subjects
- with an industrial combination).
- Prereq: permission of department head..... (I-II) each 3 hours
- 276 **Baseball Coaching Theory and Practice** (Lab.) (II) 2 hours
- 278 **Track and Field Coaching Theory and Practice** (Lab.) (II) 2 hours
- 303 **First Aid and Athletic Injuries** Prereq: Biol. 245..... (II) 3 hours
- 314 **Sports Officiating** Prereq: for P.E. majors of junior standing.... (I) 3 hours

PHYSICAL EDUCATION FOR WOMEN

ASSISTANT PROFESSOR SCHAAKE (HEAD); INSTRUCTORS EDELEN, JORGENSEN

SERVICE COURSES FOR ALL STUDENTS

- 111 **General Physical Education**..... (I-II) each 1 hour
- 112
- 113 **Restricted Physical Education**..... (I-II) each 1 hour
- 114
- 211 **Intermediate Physical Education**..... (I-II) each 1 hour
- 212
- 221 **Recreational Activities** (individual sports and
- 222 beginning swim) (I-II) each 1 hour

COURSES FOR PHYSICAL EDUCATION MAJORS

All physical education majors must complete 35 credit hours in physical education courses of which 18 hours must be in courses numbered 300 and above. Biology 245 is a prerequisite for Physical Education 315 and 463. The following courses are required of all women majors: 111, 112, or *211, *212, 223 and one 200 activity course, 143, 247, 248, 304, 312, 315, 321, 335 or 336, 420, 422, 463. One semester of swimming is required or demonstration of proficiency.

- 247 **Techniques of Teaching Sports I** (May be used with P.E. 248 by P.E. majors to meet requirements for Special Methods in High School Subjects)
Prereq: P.E. 222 (I) 3 hours
- 248 **Techniques of Teaching Sports II** (May be used with P.E. 247 by P.E. majors to meet requirements for Special Methods in High School Subjects)
Prereq: P.E. 247 (II) 3 hours
- 312 **Methods in Dance** Prereq: P.E. 223 (II,61-62) 2 hours
- 313 **Sports Officiating I** Prereq: permission of instructor..... (I,62-63) 1 hour
- 314 **Sports Officiating II** Prereq: permission of instructor..... (II,62-63) 1 hour
- 315 **Physical Diagnosis and Correctives** Prereq: Biol. 245... (I,62-63) 3 hours

COURSES FOR MEN AND WOMEN

- 143 **History and Introduction of Physical Education**..... (I) 3 hours
- 213 **Intermediate Swimming** Prereq: P.E. 111, 112,
and ability to swim in deep water..... (I) 1 hour
- 214 **Senior Life Saving and Water Safety** Prereq: P.E. 213, or
equivalent swimming skills to swim 16 laps of 60-foot pool..... (II) 1 hour
- 223 **Beginning Modern Dance** Prereq: P.E. 111 and 112..... (I) 1 hour
- 224 **Intermediate Modern Dance** Prereq: P.E. 223..... (II) 1 hour
- 225 **Advanced Modern Dance** Prereq: P.E. 224..... (I,II) 1 hour
- 227 **Beginning Ballroom Dancing** Prereq: P.E. 111, 112..... (I) 1 hour
- 228 **Square and Folk Dancing** Prereq: P.E. 111, 112..... (I,II) 1 hour
- 229 **Advanced Ballroom Dancing** Prereq: P.E. 111, 112..... (I,II) 1 hour
- 304 **First Aid** Prereq: junior standing or permission
of instructor (I,61-62) 2 hours
- 318 **Camp Leadership** Prereq: P.E. majors or
permission of instructor..... (II,62-63) 3 hours
- 321 **Rhythmic Activities and Folk Dancing** Prereq: P.E. 111, 112.. (I) 3 hours
- 322 **Recreation Education** Prereq: permission of instructor..... (I) 3 hours
- 324 **Recreational Leadership** (II) 3 hours
- 335 **Physical Education in the Elementary School**
(Kindergarten-Primary) (I) 3 hours
- 336 **Physical Education in the Elementary School**
(Intermediate-Upper) (II) 3 hours
- 347 **Organization and Administration of Athletics**
Intramurals Prereq: junior or senior standing..... (II) 3 hours
- 422 **Organization and Administration of Physical Education and**
Prereq: junior or senior standing..... (II) 3 hours
- 463 **Kinesiology and Correctives** Prereq: Biol. 245..... (I) 3 hours
- 493 **Measurement and Evaluation in Physical Education**
Prereq: permission of instructor..... (II) 3 hours
- 497 **Problems in Physical Education** Prereq: permission of Dean... (S) 3 hours

*Recommended for majors

LIBRARY SCIENCE

ASSOCIATE PROFESSOR LORD (HEAD); ASSISTANT PROFESSOR McCaULEY;
INSTRUCTOR R. MEANS

The Department of Library Science provides undergraduate training for students who wish to qualify as teacher librarians or as school librarians. The program is designed to meet the standards of the North Central Association for school libraries. School librarians must meet requirements for teacher certification.

Recommended programs in library science:

- North Central Requirements (minimum): 373, 374 or 371
 Minor in Library Science (18 hours): 337, 371, 373, 374, 375, 376 or 377
 Major in Library Science: 24 hours, including 357
- 337 **Literature for Children** Prereq: Educ. 205 or Psych. 251..... (I,II) 3 hours
 357 **Practice Work in the School Library**
 Prereq: completion of a minor in Lib. Sci. (I,II) 3 hours
 371 **Introduction to Reference Work**..... (E,S) 3 hours
 373 **The School Library**..... (E,S) 3 hours
 374 **Cataloging and Classification I**..... (E,S) 3 hours
 375 **Reading and Book Selection for Young People**..... (E,S) 3 hours
 376 **Cataloging and Classification II**..... (E) 3 hours
 377 **Reference and Bibliography** Prereq: Lib. Sci. 371..... (E) 3 hours
 461 **Audio-Visual Materials in Education** Prereq: Educ. 205 or
 Psych. 251 or permission of instructor..... (E, S) 3 hours
 499 **Special Problems** Prereq: 12 hours in Lib. Sci. (II,S) 3 hours

NURSING EDUCATION

MISS PATACH, *Adviser*

- 290 **Introduction to Professional Nursing**..... (E) 3 hours
 391 **Introduction to Nursing Education**..... (E) 3 hours
 392 **Principles and Methods of Teaching in Schools of Nursing**
 Prereq: N. E. 391..... (E) 3 hours
 393 **Teaching Fundamentals of Nursing** Prereq: N. E. 392..... (E) 3 hours
 394 **Teaching Nursing in the Clinical Field** Prereq: N.E. 392..... (E) 3 hours
 395 **Student Teaching in Nursing** Prereq: N. E. 394..... (E) 3 hours
 396 **Fundamentals of Supervision in Nursing**..... (E) 3 hours

SPECIAL EDUCATION

MR. F. H. GORMAN, *Adviser*

A major in Special Education consists of a minimum of 18 semester hours composed of courses selected from this and/or other departments of the University. Students may prepare for teaching slow learning children, physically handicapped, the hard of hearing, and the deaf.

- 420 **History, Education and Guidance of the Deaf**..... (I,II) 2 hours
 421 **Teaching of Speech to the Deaf I**
 Prereq: Educ. 205 or Psych. 251..... (I) 2-3 hours
 422 **Teaching of Speech to the Deaf II**
 Prereq: Educ. 205 or Psych. 251..... (II) 2-3 hours
 423 **Teaching of Language to the Deaf I**
 Prereq: Educ. 205 or Psych. 251..... (I) 2-3 hours

- 424 **Teaching of Language to the Deaf II**
Prereq: Educ. 205 or Psych. 251..... (II) 2 or 3 hours
- 425 **Observations and Student Teaching**
Prereq: permission of instructor..... (I,II) 3-6 hours
- 433 **Methods of Teaching Speech Reading to the Deaf**
Prereq: permission of instructor..... (II) 2 hours
- 434 **Teaching Elementary Subjects to the Deaf I**
Prereq: permission of instructor..... (I) 2 hours
- 435 **Teaching Elementary Subjects to the Deaf II**
Prereq: permission of instructor..... (II) 2 hours
- 437 **Hearing Tests and Auditory Training**
Prereq: permission of instructor..... (II) 2 hours
- 438 **Auditory and Speech Mechanisms**
Prereq: permission of instructor..... (I) 2 hours
- 488 **Teaching the Exceptional Child**
Prereq: Educ. 205 or Psych. 251..... (II) 3 hours

DEPARTMENT OF GRADUATE STUDIES IN EDUCATION

PROFESSORS BETHEL, DUNN, F. GORMAN, KENNEDY, NAYLOR;
ASSOCIATE PROFESSORS NOLTE, PFLASTERER, RACHFORD (HEAD), SNARR;
ASSISTANT PROFESSORS JONES, OLESON, TREDWAY; INSTRUCTOR PULLEN

- 500 **Special Studies**..... (I,II,S) 1-3 hours
- 501 **Introduction to Research**..... (I,II,S) 3 hours
- 502 **Principles of School Administration**..... (II,S) 3 hours
- 503 **School Plant Planning and Operation**..... (I,S) 3 hours
- 504 **Curriculum Construction**..... (II,S) 3 hours
- 505 **School Business Management**..... (I,S) 3 hours
- 506 **Administration and Supervision in the Elementary School**..... (II,S) 3 hours
- 507 **Administration and Supervision in the Secondary School**..... (I,S) 3 hours
- 508 **Topics in Audio-Visual Education**..... (II,S) 3 hours
- 509 **Organization and Administration of Nursing
Education Programs**..... (I,S) 3 hours
- 510 **Research Project**..... (I,II,S) 1-3 hours
- 511 **Tool Subjects in the Elementary School**..... (I,S) 3 hours
- 512 **Cultural and Content Subjects in the Elementary School**..... (II,S) 3 hours
- 513 **Cooperating Teachers Seminar**..... (I) 3 hours
- 514 **Improvement of Secondary School Instruction**..... (II,S) 3 hours
- 515 **School Law**..... (I,S) 3 hours
- 520 **Principles of Guidance**..... (I,S) 3 hours
- 521 **Organization and Administration of Guidance**..... (I,S) 3 hours
- 522 **Occupational and Educational Information**..... (I,S) 3 hours
- 523 **Individual Analysis**..... (I,S) 3 hours
- 524 **Counseling Practices**..... (II,S) 3 hours
- 526 **Advanced Physical Education Activities**..... (I,S) 3 hours
- 527 **Advanced Organization and Administration of
Physical Education, Intramurals, and Athletics**..... (I,S) 3 hours
- 532 **History and Philosophy of Education**..... (I,II,S) 3 hours
- 540 **Practicum**..... (I,II,S) 3 hours
- 546 **College Business Management**..... (S) 2 hours
- 549 **Topics in Nursing Education**..... (II,S) 3 hours
- 550 **Educational Seminar**..... (II,S) 3 hours
- 601 **Graduate Thesis**..... (I,II,S) 3 hours
- 602

COLLEGE OF BUSINESS ADMINISTRATION

JOHN W. LUCAS, *Dean*

The curricula in the College of Business Administration provide young men and women with a variety of areas of study for professional specialization.

In the metropolitan area of Omaha students may secure supervised work experience co-ordinated with their respective academic areas of specialization.

Each curriculum allows the student ample freedom to select individual courses in other colleges of the University to satisfy his general or cultural interests so that with his specialization he will achieve a well balanced education.

SCHOLARSHIPS

Certain scholarships and awards are available specifically to students registered in the College of Business Administration. Detailed information concerning the requirements of these scholarships and awards may be secured from the chairman of the Scholarships and Grants Committee or from the Dean of the College of Business Administration.

Accounting: A scholarship of \$100 has been provided by the Nebraska Society of Certified Public Accountants which is available to a student specializing in Accounting.

Finance: The Provident Loan and Finance Company Scholarship of \$250 is available to a male student enrolled in the finance curriculum for use during his senior year provided he meets the requirements of the scholarship.

Finance: A scholarship of \$250 has been established by the Woodmen of the World Life Insurance Society for the student who at the close of his junior year has been most proficient in the study of finance.

General: The Paul T. Crossman Memorial Scholarship of \$200 has been established for a junior or senior student enrolled in one of the approved curricula of the College of Business Administration.

General: Students interested in the general business curriculum in the College of Business Administration may apply for one of the two Louis Kavan Scholarships which carry a value of \$100 each.

Insurance: The Omaha Association of Insurance Agents has established a scholarship of \$200 for a male junior or senior specializing in insurance. He must be a Nebraska resident and meet all other requirements prescribed in the scholarship agreement.

Real Estate: The National Association of License Law Officials has established the William F. Swanson Scholarship of \$300 which is available to a regularly enrolled student satisfactorily pursuing an academic program in the field of real estate.

Real Estate: The Omaha Real Estate Board has established two scholarships of \$100 each for one year to be awarded to outstanding juniors specializing in the field of real estate.

Real Estate: The Nebraska Real Estate Association provides a scholarship of \$200 for one year. The scholarship is awarded to senior students who are specializing in real estate.

Real Estate Finance: The Nebraska Mortgage Association has established a \$100 scholarship to be granted to the student majoring in real estate whose work in the Real Estate Finance course is of superior quality.

Retailing: The Associated Retailers of Omaha have made available five scholarships of \$250 each to entering freshmen with good high school records who are interested in a career in Retailing. Seven additional scholarships of \$250 each are available to sophomores, juniors, and seniors. These scholarships are renewable.

Retailing: Six Arthur Brandeis Scholarships in Retailing of \$250 each are available to students enrolled in the College of Business Administration. These scholarships are renewable.

Food Distribution: The Hinky-Dinky Stores Company has established four scholarships of \$250 each for students interested in food distribution who are enrolled in the College of Business Administration. These scholarships are renewable.

Secretarial: The Neboma Chapter of the National Secretarial Association Scholarship of \$100 is available to a junior or senior woman who is interested in the secretarial field as a career.

AWARDS

Accounting: The Paul T. Crossman Memorial Award of a plaque is given to a senior accounting student who is outstanding in citizenship and scholarship.

General: The Wall Street Journal Award of a medallion and subscription to the Wall Street Journal is available to an outstanding senior.

Insurance: The American Society of Chartered Life Underwriters has made available an award in the amount of the current fees required to sit for part one of the life underwriters certification program.

Insurance: The Northwestern Mutual Life Insurance Company has established an award in life insurance of \$25 to recognize a student who exhibits interest and outstanding ability in the field of life insurance.

Real Estate Appraisal: The Nebraska Chapter No. 23 of the American Institute of Real Estate Appraisers has established an award of \$50 to be given to the student majoring in real estate whose work in the Real Estate Appraisal course is of exceptional quality.

Real Estate Law: The Building Owners and Managers Association of Omaha has established an award of \$50 to be presented to the student majoring in real estate whose work in the Real Estate Law course is superior.

Real Estate Management: The Nebraska-Iowa Chapter of the Institute for Real Estate Management has established an award of \$25 to be given to the student majoring in real estate who displays an exceptional interest and performance in the course Real Estate Management.

Urban Land Uses and City Planning: The Eastern Nebraska Chapter No. 111, Society of Residential Appraisers has established an award of \$50 to be given to the student majoring in real estate who does superior work in the course Urban Land Uses and City Planning.

Delta Sigma Pi Scholarship Key: Gamma Eta Chapter of Delta Sigma Pi makes available to the faculty of the College of Business Administration a gold key for presentation to the male senior in the College of Business administration who upon graduation ranks highest in scholarship for his entire course of study.

DEGREE AND CURRICULUM REQUIREMENTS

Degrees are granted, upon application, to students who successfully complete the prescribed requirements for one of the four-year curricula offered by the College of Business Administration. The degrees are Bachelor of Science in Business Administration with a choice of an area of specialization, and Bachelor of Science in Retailing.

All students must meet the University and College entrance requirements (see page 24); must earn a minimum of 125 credit hours with an average grade of "C" (two quality points) or above; and must complete the curricula requirements for each degree as outlined or otherwise stated.

Grades of "C" or above must be earned in required Upper Division courses, including the minimum specialization electives of fifteen credit hours. For such courses in which less than a "C" is earned, the student must arrange with the Dean of the College for a suitable substitute. Courses selected as substitutes for "D" grades may not be used as specialization electives.

All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

- Sixty of the credit hours presented for the degree must be earned in Upper Division courses.
- Thirty of the last 36 hours required for the degree must be registered for and carried in residence in the College of Business Administration at this University.
- Registration in courses more than one number removed from the student's class standing requires permission of the Dean.

- Students must earn credit in English 112 or pass a proficiency test in English equivalent to English 112. English 109 will be required if the score on the English placement test indicates a need for training in elementary English.
- Students must earn credit in Secretarial Science 117, Elementary Typewriting, or pass a proficiency test in typewriting equivalent to Secretarial Science 117, for all curricula other than retailing.
- Students who elect to take proficiency examinations in typewriting, shorthand or English must do so during the first year of residence.
- The physical education requirement must be met by each student who is under the age of 21 at the time of his matriculation in the University of Omaha and not yet over the age of 24 on graduation.
- The Air Force ROTC freshman and sophomore courses may be substituted on a semester credit basis for the freshman and sophomore physical education course requirements.
- A maximum of eight semester hours credit in music laboratory courses such as band, chorus, madrigal singers or orchestra, either singly or in any combination, may be applied toward any degree in this College.

DEGREE REQUIREMENTS

Bachelor of Science in Business Administration

For adviser see area of specialization

First Semester		FIRST YEAR		Second Semester	
Acc. 101, Elem. Acc.	3	Acc. 102, Elem. Acc.	3	Math. 111A, Algebra.	3
B.A. 128, Intro. to Business.	3	Psych. 101, Intro. to Psych.	3	Soc. 215, Intro. Soc.	3
Engl. 111, Composition.	3	†P.E.	1	†P.E.	1
Electives.	2	Electives.	3		
	15		15		
		SECOND YEAR			
Econ. 211, Principles of Econ.	3	Econ. 212, Principles of Econ.	3		
*Humanities.	3	*Humanities.	3		
*Natural Sci. or Soc. Sci.	3	*Natural Sci. or Soc. Sci.	3		
Speech 201, Speech for Business and Ind.	3	†P.E.	1		
†P.E.	1	Electives.	5		
Electives.	3		15		
	16				
		THIRD YEAR			
B.A. 323, Business Law.	3	B.A. 324, Business Law.	3		
B.A. 325, Corporation Finance.	3	B.A. 313, Intro. to Statistics.	3		
B.A. 350, Ind. Organization and Management or B.A. 355, Office Management and Control.	3	B.A. 351, Personnel Organization and Management.	3		
B.A. 319, Business Communications and Reports.	2	B.A. 320, Business Communications and Reports.	2		
B.A. 331, Marketing.	3	**Specialization Elective.	3		
Electives.	2	Electives.	3		
	16		17		

FOURTH YEAR

B.A. 446, Gov. and Business.....	3	B.A. 425, Business Cycles.....	3
Econ. 311, Money and Banking..	3	B.A. 448, Business Policy and	
**Specialization Electives	6	Administration	3
Electives	3	**Specialization Electives	6
		Electives	3
	15		15

†Students may elect Air Force ROTC.

*With the assistance of his adviser, the student will select appropriate courses from these divisions.

**The student will consult with his major adviser in planning an area of professional specialization.

AREAS OF PROFESSIONAL SPECIALIZATION

Upon completion of freshman requirements, the student will consult with his counselor about the selection of an area of specialization and the appointment of an adviser.

In addition to the courses prescribed in the core program for the degree of Bachelor of Science in Business Administration, the student must select, with the help of his major adviser, an area of specialization of 15 or more credit hours to be completed in the third and fourth years.

Throughout the program of study the student should make a reasonable selection of courses from the offerings of other Colleges in the University to provide for a balanced program.

ACCOUNTING

MR. HOCKETT, MR. BEAMAN, MR. HIGLEY, *Advisers*

Accounting data are widely used by all types of businesses and by the government. Students who have a broad training in the field of business supplemented by intensive preparation in the field of accounting may find professional opportunities in public or private accounting, or in governmental or non-profit institutional services.

By a proper selection of electives, the student who is interested in public accounting may prepare for the C.P.A. examination which is given twice each year by the State Board of Examiners of Certified Public Accountants. The requirements for taking this examination are established by the State Board, therefore, the student should make inquiry regarding the specific requirements well in advance of the examination dates.

The following courses in accounting are required of all students specializing in this area:

SECOND YEAR

Acc. 201, Intermediate Acc.....	3	Acc. 202, Intermediate Acc.	3
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THIRD YEAR

Acc. 301, Advanced Acc.	3	Acc. 306, Cost. Acc.	3
Acc. 305, Cost. Acc.	3		

FOURTH YEAR

Acc. 407, Income Tax Acc.	3	Acc. 408, Auditing.....	3
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RECOMMENDED ELECTIVES IN ACCOUNTING

Acc. 307, Governmental Acc.	Acc. 412, C.P.A. Problems
Acc. 410, Budgetary Contr	Acc. 413, Advanced Income Tax Acc.
Acc. 411, Acc. Systems	Acc. 451, Acc. Internship

FINANCE

MR. HARRIS, *Adviser*

The extensive and complex financial problems resulting from the rapid increase in the size of business units has presented a demand for persons who are qualified to devise solutions. Institutions interested in employment of persons with a sound background education in finance include banks, insurance companies, savings institutions, security dealers and brokers, and the treasury departments of many large business corporations.

All students in this area are required to register for B.A. 340, Investment Principles and Practices, and B.A. 415, Management of Business Finance.

On the advice of his adviser the student will select a minimum of nine credit hours from the following recommended electives.

RECOMMENDED ELECTIVES

Acc. 201, Intermediate Acc.	B.A. 372, Life Insurance
B.A. 334, Credits and Collections	Acc. 407, Income Tax Acc.
B.A. 344, Real Estate Principles and Practices.	Acc. 410, Budgetary Control
B.A. 360, Transportation Principles	B.A. 440, Real Estate Finance
B.A. 371, General Insurance	Econ. 314, Public Finance

INDUSTRIAL MANAGEMENT

MR. HILL, *Adviser*

The area of Industrial Management helps equip a student with technical knowledge used in the management of a manufacturing plant. Efficient utilization of manpower, as well as machines, is a primary task of a manager. This academic program presents a balance of professional subjects to help provide a student with practical management knowledge which will be useful in a modern business setting.

The following courses are required of all students specializing in this area.

THIRD YEAR

Econ. 315, Labor Problems.....	3	Engin. 405, Motion and	
Acc. 305, Cost Acc.	3	Time Study	3

FOURTH YEAR

B.A. 438, Ind. Purchasing and Materials Control	3	B.A. 436, Production Control....	3
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RECOMMENDED ELECTIVES

B.A. 355, Office Management and Control	Psych. 362, Ind. Psych.
Acc. 410, Budgetary Control	Soc. 380, Ind. Soc.
Econ. 318, Collective Bargaining	B.A. 376, Social Insurance
Acc. 306, Cost Acc.	B.A. 402, Supervisory Management

INSURANCE

MR. ROKES, *Adviser*

Specialization in the field of Insurance gives the student the necessary background for one of many careers in the industry including: underwriting, claim adjustment, agency or field work, branch or home office management. Students are encouraged to take courses which are helpful in passing examinations for the professional designations, Chartered Life Underwriter or Chartered Property and Casualty Underwriter.

The following insurance courses are required of all students specializing in this area:

THIRD YEAR

B.A. 371, Gen. Insurance	3	B.A. 376, Social Insurance.....	3
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FOURTH YEAR

B.A. 372, Life Insurance.....	3	B.A. 374, Property and Casualty Insurance	3
Insurance Elective	3		

RECOMMENDED ELECTIVES

Math. 254, Math. of Finance	Acc. 407, Income Tax Accounting
B.A. 335, Salesmanship	B.A. 432, Sales Management
B.A. 340, Investment Principles and Practices	B.A. 451-452, Business Administration Internship-Insurance
B.A. 344, Real Estate Principles and Practices	

MARKETING

MR. BULL, *Adviser*

One of the more important problems in business today is the distribution of goods and services from the producer to the ultimate consumer. There is a growing demand for men and women who know how goods are marketed and who have specific abilities in sales, merchandising, advertising and credit management. This demand comes from wholesalers, retailers, manufacturers, advertising agencies, trade associations, produce and livestock exchanges, and certain departments and agencies of the Federal Government. Students interested in these areas of opportunity should give consideration to specialization in the marketing field.

The marketing courses required in the third and fourth years are as follows:

THIRD YEAR

B.A. 331, Marketing.....	3	B.A. 334, Credits and Collections.	3
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FOURTH YEAR

B.A. 333, Retailing or		B.A. 432, Sales Management.....	3
B.A. 430, Wholesaling	3	B.A. 434, Market Research.....	3
Elective (Marketing)	3		

RECOMMENDED ELECTIVES

B.A. 335, Salesmanship	Ret. 310, Store Service Laboratory
B.A. 336, Advertising	Ret. 405, Retail Advertising and Sales Promotion
B.A. 360, Transportation Principles	Ret. 401, Retail Merchandising
B.A. 430, Wholesaling	Ret. 414, Retail Management
B.A. 438, Ind. Purchasing and Materials Control	

PERSONNEL MANAGEMENT

MR. HILL, *Adviser*

Business managers are assisted in meeting the complexities of human relationships that arise in business through the use of a highly specialized staff of persons trained in the management of personnel. This curriculum is designed to give students a foundation of knowledge which will be useful in obtaining and maintaining an adequate supply of labor in business.

The following courses are required of all students specializing in this area:

THIRD YEAR

Econ. 315, Labor Problems.....	3	B.A. 376, Social Insurance	3
		Psych. 362, Ind. Psych. or	
		Soc. 380, Ind. Soc.	3

FOURTH YEAR

B.A. 404, Human Resources and Management	3	B.A. 402, Supervisory Management	3
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RECOMMENDED ELECTIVES

B.A. 355, Office Management and Control	Jour. 423, Public Relations
Econ. 318, Collective Bargaining	Engin. 405, Motion and Time Study

REAL ESTATE

MR. LEWIS, *Adviser*

Professional training in real estate prepares the student for a wide variety of real estate activities, such as brokerage, management, appraisal, investment, finance, operations in equities, building construction, and government service such as Federal Housing Administration and taxation boards.

Upon completion of B.A. 345, Real Estate Management, a student may request the Institute of Real Estate Management Comprehensive Examination I and/or II for credit toward the C.P.M. designation.

Upon completion of B.A. 441, Real Estate Appraisal, a student may request the Appraisal Institute Comprehensive Examination I for credit toward the M.A.I. designation.

The following real estate courses are required of all students specializing in this area:

THIRD YEAR

B.A. 344, Real Estate Principles and Practices	3	B.A. 346, Real Estate Law.....	3
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FOURTH YEAR

B.A. 440, Real Estate Finance...	3	B.A. 441, Real Estate Appraisal..	3
Real Estate Elective	3		

RECOMMENDED ELECTIVES

B.A. 451-452, Business Administration Internship—Real Estate	B.A. 336, Advertising
B.A. 345, Real Estate Management	B.A. 355, Office Management and Control
B.A. 347, Urban Land Uses and City Planning	B.A. 371, Gen. Insurance
Engin. 121, Engin. Drawing	B.A. 374, Property and Casualty Insurance
Engin. 124, Architectural Drafting	Acc. 407, Income Tax Acc.
B.A. 335, Salesmanship	B.A. 432, Sales Management

GENERAL BUSINESS

MR. LEONARD, MR. KELLY, *Advisers*

Occasionally students are interested in giving greater breadth to the education in Business Administration rather than emphasizing an area of specialization. Such students would be interested in taking basic courses in the respective areas of specialization for their useful value and as a means of developing interest in specialized fields. A minimum of 15 credits selected from five subject areas is required.

RECOMMENDED ELECTIVES

B.A. 333, Retailing	B.A. 360, Transportation Principles
B.A. 334, Credits and Collections	B.A. 402, Supervisory Management
B.A. 335, Salesmanship	B.A. 415, Management of Business Finance
B.A. 340, Investment Principles and Practices	B.A. 430, Wholesaling
B.A. 344, Real Estate Principles and Practices	B.A. 438, Ind. Purchasing and Materials Control
B.A. 355, Office Management and Control	Acc. 407, Income Tax Acc.
B.A. 371, Gen. Insurance	Acc. 410, Budgetary Control

BUSINESS ADMINISTRATION AND LAW

MR. LEONARD, *Adviser*

There is a growing recognition of the importance of a business administration background in preparation for the practice of law. Lawyers today are called upon to advise the businessman on his problems concerning taxation, fair trade practices, labor relations, government contracts, and other matters requiring legal counsel. Such a combination program would be especially useful for those students who desire to affiliate with a corporation.

By following the prescribed program and conditions stipulated, a student may receive the degree of Bachelor of Science in Business Administration with an area of specialization in law.

- Successful completion of 96 hours in the College of Business Administration with an average of "C" or better. The last 66 of these credit hours must be taken at the University of Omaha.
- Successful completion of the required courses outlined in the curriculum, Business Administration and Law, prior to registration in law school.
- B.A. 323 and 324 may not be presented for degree credit in this program.
- Successful completion of one full year's work or a minimum of 29 hours with a grade of "C" or better in each course in any law school recognized and accredited by the American Bar Association.
- Meet such other requirements prescribed for the degree of Bachelor of Science in Business Administration as are applicable. It will be the responsibility of the student to have certified to the Registrar of the University of Omaha the completion of required credits in law school.

First year requirements are the same as for the degree of Bachelor of Science in Business Administration on page 88.

FIRST SEMESTER		SECOND YEAR	
			Second Semester
Acc. 201, Intermediate Acc.	3	Acc. 202, Intermediate Acc.	3
Econ. 211, Principles of Econ.	3	Econ. 212, Principles of Econ. ...	3
*Humanities	3	*Humanities	3
*Natural Sci. or Soc. Sci.	3	*Natural Sci. or Soc. Sci.	3
Speech 201, Speech for Business		†P.E.	1
and Ind.	3	Elective	3
†P.E.	1		
	16		16
THIRD YEAR			
B.A. 331, Marketing.....	3	B.A. 313, Intro. to Statistics.....	3
B.A. 350, Organization and		Econ. 311, Money and Banking..	3
Management or B.A. 355, Office		B.A. 320, Business Communica-	
Management and Control.....	3	tions and Reports.....	2
B.A. 319, Business Communica-		B.A. 340, Investment Principles	
tions and Reports	2	and Practices	3
Acc. 407, Income Tax Acc.	3	Electives	6
B.A. 325, Corporation Finance..	3		
Electives	3		17
	17		
FOURTH YEAR			

Successful completion of one full year in an accredited law school with a minimum of 29 hours.

RECOMMENDED ELECTIVES

Pol. Sci. 201, Amer. Nat. Govt.	B.A. 344, Real Estate Principles and Practices
Pol. Sci. 204, Amer. State and Local Govt.	B.A. 371, Gen. Insurance
Math. 254, Math. of Finance	B.A. 448, Business Policy and Administration
B.A. 334, Credits and Collections	Hist. 433-434, Amer. Constitutional Hist.
Acc. 301, Advanced Acc.	Hist. 463-464, Engl. Constitutional Hist.
B.A. 425, Business Cycles	
B.A. 446, Govt. and Business	

†Students may elect Air Force ROTC.

*With the assistance of his adviser, the student will select appropriate courses from these divisions.

SECRETARIAL SCIENCE

MISS HOLLEY, *Adviser*

This program is designed for students who wish to prepare for secretarial, managerial, or clerical positions. By combining secretarial courses with selected courses from business administration and liberal arts as outlined, students may earn the degree of Bachelor of Science in Business Administration.

Students who do not present one unit of high school typewriting must include Sec. 117, Elementary Typewriting or demonstrate proficiency equivalent to Sec. 117.

FIRST SEMESTER		FIRST YEAR		SECOND SEMESTER	
**Sec. 111, Elem. Shorthand.....	3	**Sec. 112, Intermediate Shorthand	3	**Sec. 112, Intermediate	2
B.A. 128, Intro. to Business.....	3	†P.E.	1	†P.E.	1
Engl. 111, Composition.....	3	Electives	2	Sec. 110, Record Management....	1
Psych. 101, Intro. to Psych.....	3			Sec. 108, Business Machines.....	2
†P.E.	1			Engl. 112, Composition.....	3
Electives	2			Soc. 215, Intro. Soc.	3
				†P.E.	1
					15
	15				
SECOND SEMESTER		SECOND YEAR		THIRD YEAR	
Sec. 229, Advanced Typewriting.....	2	Sec. 229, Advanced Typewriting.....	2	Sec. 335, Advanced Shorthand....	3
Acc. 101, Elem. Acc.	3	Acc. 102, Elem. Acc.	3	B.A. 319, Business Communica-	
Econ. 211, Principles of Econ....	3	Speech 201, Speech for Business		tions and Reports	2
*Humanities	3	and Ind.	3	B.A. 324, Business Law.....	3
*Natural Sci. or Soc. Sci.	3	Econ. 212, Principles of Econ....	3	B.A. 351, Personal Organization	
†P.E.	1	*Humanities	3	and Management	3
		*Natural Sci. or Soc. Sci.	3	Electives	6
		†P.E.	1		17
	15				
THIRD YEAR		FOURTH YEAR		FOURTH YEAR	
Sec. 335, Advanced Shorthand....	3	B.A. 446, Govt. and Business....	3	B.A. 448, Business Policy and	
B.A. 319, Business Communica-		B.A. 325, Corporation Finance....	3	Administration	3
tions and Reports	2	B.A. 371, Gen. Insurance or		Econ. 311, Money and Banking..	3
B.A. 331, Marketing.....	3	B.A. 344, Real Estate Principles		Electives	9
B.A. 323, Business Law.....	3	and Practices	3		15
B.A. 355, Office Management		Electives	6		
and Control	3				
Electives	3				
	17				
FOURTH YEAR		FOURTH YEAR		FOURTH YEAR	
B.A. 446, Govt. and Business....	3	B.A. 448, Business Policy and		B.A. 448, Business Policy and	
B.A. 325, Corporation Finance....	3	Administration	3	Administration	3
B.A. 371, Gen. Insurance or		Econ. 311, Money and Banking..	3	Econ. 311, Money and Banking..	3
B.A. 344, Real Estate Principles		Electives	9	Electives	9
and Practices	3				
Electives	6				
	15				

†Students may elect Air Force ROTC.

*With the assistance of his adviser, the student will select appropriate courses from these divisions.

**Electives in Business Administration must be substituted if proficiency is established by examination or high school credit.

HIGH SCHOOL TEACHING

MISS HOLLEY, MR. KENNEDY, *Advisers*

Students desiring to qualify for a secondary teaching certificate in connection with the degree of Bachelor of Science in Business Administration may do so by meeting the certification requirements on page 78. Teaching fields included in the program of the College of Business Administration are general business and secretarial science. Students transferring to this program must earn six credit hours or more in Upper Division courses as prescribed by the academic adviser.

Those students who are candidates for the degree of Bachelor of Science in Education but plan to use business administration or secretarial science as their subject major should consult with the head of the Secretarial Science Department for specific recommendations.

The minimum course requirements for a major or a teaching field are as follows:

IN SECRETARIAL

Sec. 118, Intermediate Typing...	2	B.A. 128, Intro. to Business.....	3
Sec. 229, Advanced Typing.....	2	Acc. 101, Elem. Acc.	3
Sec. 112, Intermediate Shorthand	3	Acc. 102, Elem. Acc.	3
Sec. 335, Advanced Shorthand...	3	Sec. 108, Business Machines.....	2
Sec. 336, Secretarial Practice....	3	Econ. 211, Principles of Econ. ...	3
		Econ. 212, Principles of Econ. ...	3

Upper Division business administration courses recommended by the adviser.... 9

IN BUSINESS ADMINISTRATION

The Lower Division requirements are:

B.A. 128, Intro. to Business.....	3	Econ. 211, Principles of Econ. ...	3
Acc. 101, Elem. Acc.	3	Econ. 212, Principles of Econ. ...	3
Acc. 102, Elem. Acc.	3		

On approval of the major adviser the student shall select in addition 18 credit hours from the Upper Division courses in Business Administration which are included in the program of the College of Education.

DEPARTMENT OF RETAILING

MR. DAVISON, *Adviser*

The career training program of the Department of Retailing is based on a co-operative arrangement with the Associated Retailers of Omaha, who furnish some financial support for its operation. The objective of the program is to interest and train greater numbers of college students for management careers in Retailing. The program is open to both men and women.

Students work during their junior or senior year in retail stores 15 to 20 hours each week for which they receive compensation at the prevailing rate for the type of work performed. The on-the-job experience provides material for classroom discussion and analysis. The store thus becomes a practical laboratory for the student. This part of the program, which is listed in the catalog as Store Service Laboratory, provides two hours credit each semester. A minimum of two semesters is required.

The Associated Retailers of Omaha offer 12 scholarships of \$250 each to students who enroll in the retailing program. Five of these are offered to freshmen each year and the other seven are available to sophomors, juniors, and seniors.

Students who complete the program satisfactorily earn the degree of Bachelor of Science in Retailing.

DEGREE REQUIREMENTS

Bachelor of Science in Retailing

FIRST YEAR			
First Semester		Second Semester	
Ret. 105, Retail Salesmanship.....	2	Acc. 101, Elem. Acc.	3
B.A. 128, Intro. to Business.....	3	Econ. 211, Principles of Econ.....	3
Psych. 101, Intro. to Psych.....	3	Soc. 215, Intro. to Soc.....	3
Engl. 111, Composition.....	3	Engl. 112, Composition.....	3
†P.E.	1	†P.E.	1
Electives	3	Electives	3
	15		16
SECOND YEAR			
Ret. 202, Merchandise Information (Textiles)	3	B.A. 331, Marketing.....	3
Econ. 212, Principles of Econ.....	3	B.A. 320, Business Communica- tions and Reports.....	2
B.A. 319, Business Communica- tions and Reports.....	2	Speech 201, Speech for Business and Ind.	3
*Humanities	3	*Humanities	3
*Natural Sci. or Soc. Sci.	3	*Natural Sci. or Soc. Sci.	3
†P.E.	1	†P.E.	1
	15		15
THIRD YEAR			
B.A. 333, Retailing.....	3	Ret. 306, Retail Buying.....	3
B.A. 336, Advertising.....	3	B.A. 334, Credits and Collections.	3
B.A. 323, Business Law.....	3	B.A. 324, Business Law.....	3
B.A. 355, Office Management and Control	3	B.A. 351, Personnel Organization and Management	3
**Ret. 310, Store Service Laboratory	2	**Ret. 311, Store Service Laboratory	2
Electives	3	Electives	3
	17		17
FOURTH YEAR			
Ret. 401, Retail Merchandising...	3	Ret. 414, Retail Management....	3
B.A. 325, Corporation Finance...	3	B.A. 446, Govt. and Business....	3
*Ret. 310, Store Service Laboratory	2	*Ret. 311, Store Service Laboratory	2
B.A. or Ret. Electives.....	3	B.A. 448, Business Policy and Administration	3
Electives	4	Electives	4
	15		15

RECOMMENDED ELECTIVES

Ret. 203, Merchandise Information (Non-Textiles)	B.A. 313, Intro. to Statistics
Acc. 102, Elementary Acc.	B.A. 432, Sales Management
Ret. 405, Retail Advertising and Sales Promotion	B.A. 425, Business Cycles
Sec. 117, Elem. Typing	Econ. 311, Money and Banking
	H. Ec. 103, Clothing Construction
	H. Ec. 108, Home Decorations
	H. Ec. 205, Costume Design

†Students may elect Air Force ROTC.

*With the assistance of his adviser, the student will select appropriate courses from these divisions.

**A minimum of four credits of Store Service Laboratory are required for graduation; approved Retailing or Business Administration electives must be substituted for all or any part of the remaining four credits.

REQUIREMENTS FOR THE TITLE ASSOCIATE IN BUSINESS ADMINISTRATION

Students who cannot devote four years to a degree program should register for one of the two-year programs which will qualify them for the title Associate in Business Administration. These two-year programs are sufficiently flexible to enable a student to finish later the requirements for a degree.

The title of Associate in Business Administration will be granted to students who meet the general requirements for the College of Business Administration, the specific requirements for this section, and complete one of the prescribed two-year curricula as outlined.

Former students who have met the requirements may secure the title upon earning six or more additional credit hours in the College of Business Administration.

GENERAL REQUIREMENTS

- Students must present a minimum of 64 credit hours with an average grade of "C" (two quality points) or above. Grades of "C" or above must be earned in Upper Division courses.
- Students must earn credit in English 112 or pass a proficiency test in English equivalent to English 112. English 109 will be required if the score on the English placement test indicates a need for training in elementary English.
- Thirty of the last 36 hours required for the title must be registered for and carried in residence in the College of Business Administration at the University of Omaha.

TWO-YEAR PROGRAM IN GENERAL BUSINESS***

MR. HILL, *Adviser*

First Semester		FIRST YEAR	Second Semester	
B.A. 128, Intro. to Business.....	3		Acc. 101, Elem. Acc.	3
*Sec. 117, Elem. Typing.....	2		B.A. 228, Personal Finance.....	3
Engl. 111, Composition	3		Ret. 105, Retail Salesmanship...	2
Psych. 101, Intro. to Psych. or			**Sec. 118, Intermediate	
Soc. 215, Intro. to Soc.	3		Typing	2
†P.E.	1		Engl. 112, Composition.....	3
Electives	3		*Humanities, Soc. Sci. or Nat. Sci..	3
			†P.E.	1
		15		17
		SECOND YEAR		
Acc. 102, Elem. Acc.	3		B.A. 319, Business Communications	
B.A. 355, Office Management and			and Reports	2
Control	3		B.A. 323, Business Law.....	3
Sec. 108, Business Machines.....	2		Econ. 212, Principles of Econ....	3
Econ. 211, Principles of Econ.	3		Speech 201, Speech for Business	
*Humanities, Soc. Sci. or Nat. Sci..	3		and Ind.	3
†P.E.	1		†P.E.	1
Electives	2		Electives	3
		17		15

†Students may elect Air Force ROTC.

*With the assistance of his adviser the student will select appropriate courses from these divisions.

**Electives in Business Administration must be substituted if proficiency is established by examination or high school credits.

***Adult students may be able to earn, through this program, the NOMA (National Office Management Association) Senior Certificate: Management of Office Administrative Services. Students should consult with the adviser for further details.

TWO-YEAR PROGRAM IN RETAILING

MR. DAVISON, *Adviser*

First Semester		FIRST YEAR	Second Semester	
Ret. 105, Retail Salesmanship....	2		Engl. 112, Composition.....	3
Engl. 111, Composition.....	3		Acc. 101, Elem. Acc.	3
Psych. 101, Intro. to Psych.	3		Speech 201, Speech for Business	
B.A. 128, Intro. to Business.....	3		and Ind.	3
†P.E.	1		Econ. 211, Principles of Econ....	3
Electives	3		†P.E.	1
			Electives	3
		15		16

		SECOND YEAR	
B.A. 319, Business Communica-		B.A. 333, Retailing.....	3
tions and Reports.....	2	B.A. 336, Advertising.....	3
B.A. 331, Marketing.....	3	B.A. 323, Business Law.....	3
Econ. 212, Principles of Econ....	3	Ret. 306, Retail Buying.....	3
*Humanities, Soc. Sci. or Nat. Sci..	3	*Humanities, Soc. Sci. or Nat. Sci..	3
Ret. 202, Merchandising Informa-		†P.E.	1
tion (Textiles)	3		
†P.E.	1		16
Electives	2		
		17	

†Students may elect Air Force ROTC.

*With the assistance of his adviser the student will select appropriate courses from these divisions.

TWO-YEAR PROGRAM IN SECRETARIAL SCIENCE

MISS HOLLEY, *Adviser*

First Semester		FIRST YEAR	Second Semester	
**Sec. 111, Elem. Shorthand.....	3		Sec. 108, Business Machines.....	2
**Sec. 117, Elem. Typing.....	2		Sec. 110, Record Management....	1
B.A. 128, Intro. to Business.....	3		**Sec. 118, Intermediate Typing..	2
Psych. 101, Intro. to Psych.	3		**Sec. 112, Intermediate	
Engl. 111, Composition.....	3		Shorthand	3
†P.E.	1		Acc. 101, Elem. Acc.....	3
		15	Engl. 112, Composition	3
			†P.E.	1
				15
		SECOND YEAR		
Sec. 335, Advanced Shorthand...	3		Sec. 336, Sec. Practices.....	3
Sec. 229, Advanced Typing.....	2		B.A. 320, Business Communica-	
B.A. 319, Business Communica-			tions and Reports.....	2
tions and Reports.....	2		Econ. 212, Principles of Econ....	3
Econ. 211, Principles of Econ....	3		Speech 201, Speech for Business	
*Humanities, Soc. Sci. or Nat. Sci..	3		and Ind.	3
†P.E.	1		*Humanities, Soc. Sci. or Nat. Sci..	3
Electives	3		†P.E.	1
		17	Electives	2
				17

†Students may elect Air Force ROTC.

*With the assistance of his adviser the student will select appropriate courses from these divisions.

**Electives in Business Administration must be substituted if proficiency is established by examination or high school credits.

DEPARTMENTS OF INSTRUCTION

Key to symbols:

- I — offered in the first semester of each year
 II — offered in the second semester of each year
 S — offered in the summer session
 E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the year in which they will probably be offered (for example, '62-'63).

Courses offered by other colleges which are acceptable toward degrees in the College of Business Administration are outlined on page 139.

ACCOUNTING

PROFESSORS HOCKETT (HEAD), HELMSTADTER;
 INSTRUCTORS BEAMAN, HECKINGER, HIGLEY

101	Elementary Accounting	
102	101 prerequisite to 102.....	(I,II,S-I,II,S) each 3 hours
201	Intermediate Accounting Prereq: Acc. 102	
202	201 prerequisite to 202.....	(I-II) each 3 hours
301	Advanced Accounting Prereq: Acc. 202.....	(I) 3 hours
305	Cost Accounting Prereq: Acc. 102	
306	305 prerequisite to 306.....	(I-II) each 3 hours
307	Governmental Accounting Prereq: Acc. 102.....	(II) 3 hours
407	Income Tax Accounting Prereq: Acc. 102.....	(I) 3 hours
408	Auditing Prereq: Acc. 301.....	(II) 3 hours
410	Budgetary Control Prereq: Acc. 102 and B.A. 350 or B.A. 355..	(II) 3 hours
411	Accounting Systems Prereq: Acc. 301 and 306.....	(I,62-63) 3 hours
412	C.P.A. Problems Prereq: Acc. 301, 306 and 408.....	(II, 61-62) 3 hours
413	Advanced Income Tax Accounting Prereq: Acc. 407.....	(II) 3 hours
451	Accounting Internship Prereq: permission of major adviser.	(I) 2 hours

BUSINESS ADMINISTRATION

PROFESSORS LUCAS (HEAD); DAVISON, HARRIS
 ASSOCIATE PROFESSORS BULL, LEWIS, ROKES;
 ASSISTANT PROFESSORS J. HILL, KELLY, LEONARD, MINTEER

128	Introduction to Business	(I,II,S) 3 hours
228	Personal Finance In the College of Business Administration applicable only on associate titles.....	(I,II) 3 hours
313	Introduction to Statistics Prereq: Math. 111A and Econ. 212.....	(I,II) 3 hours
319	Business Communications and Reports Prereq: Engl. 112,	
320	319 prerequisite to 320.....	(I,II-I,II) each 2 hours
323	Business Law Prereq: Econ. 212,	
324	323 prerequisite to 324.....	(I,II,S-I,II,S) each 3 hours
325	Corporation Finance Prereq: Econ. 212 and Acc. 102.....	(I,II) 3 hours
334	Credits and Collections Prereq: B.A. 331.....	(II) 3 hours
331	Marketing Prereq: Econ. 212.....	(I,II,S) 3 hours
333	Retailing Prereq: B.A. 331.....	(I,II) 3 hours
334	Credits and Collections Prereq: B.A. 331.....	(II) 3 hours

- 335 **Salesmanship** Prereq: B.A. 331..... (II) 2 hours
- 336 **Advertising** Prereq: B.A. 331..... (I,II) 3 hours
- 340 **Investment Principles and Practices** Prereq: B.A. 325..... (II) 3 hours
- 344 **Real Estate Principles and Practices** Prereq: Econ. 212..... (I,II) 3 hours
- 345 **Real Estate Management** Prereq: B.A. 344..... (I,61-62) 3 hours
- 346 **Real Estate Law** Prereq: B.A. 344..... (II) 3 hours
- 347 **Urban Land Uses and City Planning** Prereq: B.A. 344... (I,62-63) 3 hours
- 350 **Industrial Organization and Management**
Prereq: Econ. 212..... (I,II) 3 hours
- 351 **Personnel Organization and Management**
Prereq: B.A. 350 or B.A. 355..... (II) 3 hours
- 355 **Office Management and Control**
Prereq: Acc. 102 and Econ. 212..... (I) 3 hours
- 360 **Transportation Principles** Prereq: Econ. 212..... (II) 3 hours
- 371 **General Insurance** Prereq: Econ. 212..... (I,II) 3 hours
- 372 **Life Insurance** Prereq: B.A. 371..... (I) 3 hours
- 374 **Property and Casualty Insurance** Prereq: B.A. 371..... (II) 3 hours
- 376 **Social Insurance** Prereq: Econ. 212..... (II) 3 hours
- 402 **Supervisory Management** Prereq: B.A. 351..... (II) 3 hours
- 404 **Human Resources and Management** Prereq: B.A. 351 and
senior standing..... (I) 3 hours
- 415 **Management of Business Finance** Prereq: B.A. 325..... (I) 3 hours
- 425 **Business Cycles** Prereq: Econ. 311 and senior standing..... (I,II) 3 hours
- 430 **Wholesaling** Prereq: B.A. 331..... (I) 3 hours
- 432 **Sales Management** Prereq: B.A. 331..... (II) 3 hours
- 434 **Marketing Research** Prereq: B.A. 313 and 331..... (II) 3 hours
- 436 **Production Control** Prereq: B.A. 350..... (II) 3 hours
- 438 **Industrial Purchasing and Materials Control**
Prereq: B.A. 331 or 350 or 355..... (I) 3 hours
- 440 **Real Estate Finance** Prereq: B.A. 344..... (I) 3 hours
- 441 **Real Estate Appraisal** Prereq: B.A. 344..... (II) 3 hours
- 446 **Government and Business** Prereq: senior standing..... (I,II) 3 hours
- 448 **Business Policy and Administration** Prereq: senior standing,
B.A. 325, 331; and 350 or 355..... (II) 3 hours
- 450 **Special Problems in Business Administration** Prereq: permission
of instructor, maximum of six credit hours..... (I,II) 2-3 hours
- 451 **Business Administration Internship**
Prereq: permission of the major adviser..... (I-II) each 2 hours

RETAILING

PROFESSOR DAVISON (HEAD); INSTRUCTOR KUNDEL

- 105 **Retail Salesmanship** (I) 2 hours
 202 **Merchandise Information—Textiles** (I) 3 hours
 203 **Merchandise Information—Non-Textiles** (II) 3 hours
 306 **Retail Buying** Prereq: B.A. 333..... (II) 3 hours
 310 **Store Service Laboratory** Prereq: junior standing,
 311 maximum of eight credits applicable to degree..... (I-II) each 2 hours
 401 **Retail Merchandising** Prereq: B.A. 333..... (I) 3 hours
 405 **Retail Advertising and Sales Promotion** Prereq: B.A. 336.... (I) 3 hours
 414 **Retail Management** Prereq: B.A. 333..... (II) 3 hours

SECRETARIAL SCIENCE

PROFESSOR HOLLEY (HEAD); ASSISTANT PROFESSOR RAUCH

A student may enter advanced courses in shorthand and typing on the basis of high school credits or by passing proficiency tests. These tests must be taken during the student's first year of residence.

- 108 **Business Machines** (I,II) 2 hours
 110 **Record Management** (I,II) 1 hour
 111 **Elementary Shorthand** (I,II,S) 3 hours
 112 **Intermediate Shorthand** Prereq: Sec. 117 or proficiency and
 Sec. 111 or one year of high school shorthand..... (I,II) 3 hours
 117 **Elementary Typing** (I,II,S) 2 hours
 118 **Intermediate Typing** Prereq: Sec. 117 or one year of
 high school typing or proficiency..... (I,II) 2 hours
 229 **Advanced Typing** Prereq: Sec. 118 or two years of
 high school typing or proficiency..... (I,II) 2 hours
 335 **Advanced Shorthand** Prereq: Sec. 118 or typing proficiency
 and Sec. 112 or two years of high school shorthand..... (I,II) 3 hours
 336 **Secretarial Practices** Prereq: Sec. 335 and Sec. 229..... (II) 3 hours
 451 **Secretarial Science Internship**
 452 Prereq: permission of major adviser..... (I-II) each 2 hours

AIR FORCE ROTC

The Department of Air Science is organized as a regular instructional department of the University of Omaha and functions according to the rules and policies of the University as well as those of the USAF. The purpose is to select and prepare officers for the Air Force. Each cadet upon successful completion of the Air Force ROTC program and upon graduation from the University receives a commission as Second Lieutenant, USAF Reserve. The program of instruction includes a two-year basic course and a two-year advanced course. Cadets who remain in good standing in the program will be deferred from the draft.

THE BASIC AIR FORCE ROTC

The basic course is designed to give male college students an understanding of the role of air power in the aerospace age. It also provides leadership training of immeasurable value in all walks of life. Basic AFROTC is voluntary and open to all male freshmen and sophomores. It is prerequisite to the advanced course. Textbooks, uniforms, and training equipment are furnished at government expense. Uniforms are worn on Thursdays. Students are not in military service and assume no military obligations.

THE ADVANCED AIR FORCE ROTC PROGRAM

Advanced cadets are selected from basic cadets who meet academic and physical qualifications and who desire to enter the advanced program. The program is based upon a well-rounded educational and leadership training curriculum that motivates and prepares cadets to serve as officers in the USAF. Advanced cadets receive approximately \$650 for their two-year participation in the Advanced Air Force ROTC Program. Those cadets who qualify for pilot training are given (free) 35 hours of flight instruction during their senior year, which enables them to get their private pilot's license. A summer camp of approximately four weeks duration is included in the program between the junior and senior years. This training is accomplished at an Air Force base, where cadets observe the operation of Air Force units, make orientation flights, and familiarize themselves with air base activities.

AIR SCIENCE

PROFESSOR OF AIR SCIENCE, LT. COL. SWENSON;

ASSOCIATE PROFESSOR, MAJ. RATTI; ASSISTANT PROFESSOR, CAPT. DAVIS

- 101 **Leadership Fundamentals I** — (Credit contingent upon completion of Air Science 102)..... (I) 1 hour
- *102 **Foundations of Air Power I** — Prereq: 101..... (II) 2 hours
- *201 **Foundations of Air Power II** — Prereq: 102 or permission of PAS..... (I) 2 hours
- 202 **Leadership Fundamentals II** — Prereq: 201 or permission of PAS..... (II) 1 hour
- *301 **Air Force Officer Development I** — Prereq: 202 or permission of PAS..... (I) 3 hours
- *302 **Air Force Officer Development II** — Prereq: 301..... (II) 3 hours
- †*401 **Weather and Navigation** — Prereq: 302..... (I) 1 hour
- †*402 **The Air Force Officer** — Prereq: 401..... (II) 1 hour

*Plus one hour Leadership Lab weekly.

†*In addition, Pol. Sci. 321 and Geog. 393 must be completed successfully during the senior year.

THE COLLEGE OF ADULT EDUCATION

DONALD Z. WOODS, *Dean*
OTTO W. SNARR, *Assistant Dean*

The University has a distinguished history of providing courses and special educational opportunities for adults. The creation of the College of Adult Education by the Board of Regents in 1952 was a recognition of the importance of this service by the University to thousands of adults. In the fall semester of 1960, over five thousand adults were registered for courses in the College of Adult Education.

The program of the College is broad in extent and varied in character. The many courses and programs of the College provide for intellectual development, vocational and professional training, and cultural enjoyment.

Any degree that is granted by the University may be earned through the academic courses scheduled in the College of Adult Education.

SIX EDUCATIONAL AREAS

I. ACADEMIC STUDIES

MR. SNARR, *Adviser*

This area includes all the courses which are offered for credit leading to a degree and which are scheduled in the late afternoon and evening, on Saturday mornings and as TV Classroom courses. A wide selection of courses is offered in the Colleges of Liberal Arts, Applied Arts, Business Administration, and Education for those adults and part-time students who wish to direct their work toward an undergraduate or graduate academic degree or professional certificate.

For administrative purposes, two programs in this area are treated as separate units:

A. Education Program for Military Personnel

MR. NOLTE, *Supervisor*
MR. BEHERS, *Assistant Supervisor*

The "Bootstrap program" at Omaha University, which enrolls hundreds of students, is one of the largest education programs in the nation for military personnel. Members of "Operation Bootstrap," representing all branches of the armed forces, enroll as seniors to meet the final requirements for degrees at the University. Eligible military personnel may secure preliminary details regarding this program from their Base Education Officer or from the Supervisor of the program at the University of Omaha.

In addition, a regular program of credit courses which satisfies degree requirements is offered for airmen and officers at Offutt Air Base and at other military installations in the Omaha area.

B. TV Classroom

MR. BERGE, *Technical Adviser*

Each year, four degree-credit courses are presented on television in cooperation with Station KMTV. For one-half hour on Saturday mornings during the 13 weeks of a TV Classroom course, the instructor lectures on selected topics to assist the student in preparing the written lesson requirements for the week. Examinations are given on the campus.

II. COMMUNITY SERVICE PROGRAMS

MR. BEILIS, *Director*

A wide variety of educational courses has been developed especially for adults who are not necessarily seeking a degree but who wish to enjoy the benefits of educational experiences of a continuing nature. Many fields of learning, from the liberal or general to the highly technical, are included in the offerings of the Community Service area.

Several programs, because of their inherent nature and for administrative purposes, are treated as separate units:

A. Technical Institute

MR. SHARPE, *Adviser*

Courses presented in this area are designed to serve the needs of the rapidly expanding industrial community and to afford adults the opportunity to learn to perform the technical aspects of their jobs in a more effective manner.

In addition to the traditional courses in shop operations, course work in newer areas such as electronics, automation, and electronic data processing is offered.

B. Cooperative Programs for Business and Industry

MR. SHARPE, *Adviser*

Each year the College is instrumental in developing and conducting special courses for various groups in industry and business. So that these courses, which may be held on campus or at a business establishment, may be structured and staffed for maximum effectiveness, the University and representatives of business and industry each contribute to the advance planning.

In cooperation with various business and industrial organizations in the Omaha area, training programs for employees are arranged as a part of the community services of the College of Adult Education.

III. THE EPPLEY CONFERENCE CENTER

MR. BEILIS, *Director*

The Gene Eppley Adult Education Conference Center is a facility uniquely designed to house educational programs to provide organized continuing educational experiences for the adults of the community. Through the use of these facilities, the College of Adult Education has been able to develop and co-sponsor a great variety of conferences, institutes and short-term Community Service Courses of a cultural, technical, professional, civic, and educational nature.

IV. CERTIFICATION PROGRAMS

There are three special programs designed for students desiring to qualify for special certificates:

A. Insurance Certification

MR. ROKES, *Adviser*

The program of insurance offerings includes the courses of the Insurance Institute of America, the Chartered Life Underwriters, and the Chartered Property Casualty Underwriters. The C.L.U. and C.P.C.U. courses lead to the professional designation awarded by the American College of Life Underwriters and the American Institute for Property and Liability Underwriters.

B. Real Estate Certification

MR. LEWIS, *Adviser*

The College of Business Administration offers, through the College of Adult Education, a 15-hour certificate program in real estate. Upon completion of the course, Advanced Real Estate Appraisal, a student may elect to take the Appraisal Institute's Comprehensive Examination II for credit toward a Member of Appraisal Institute (M.A.I.) designation.

C. Teacher Certification

MR. F. H. GORMAN, *Adviser*

Students who desire that credit earned in courses offered in the College of Adult Education be applied toward a teacher's certificate or toward the renewal thereof are to secure the advice of Mr. Gorman.

V. PUBLIC AFFAIRS INSTITUTE

MR. UTLEY, *Director*

The Public Affairs Institute provides a variety of lecture, seminar and group-meeting opportunities for citizens engaged in or interested in special aspects of national and international developments, city government and community life. The principal programs of the Institute are: first, The World Affairs Institute, scheduled for the fall semester; and second, The American Heritage Institute, scheduled for the spring semester. For both of these programs leaders of national and international reputation are brought before the citizens of the community. A third important activity of the Public Affairs Institute is that of providing special seminars and group-meetings for persons interested in exploring any of the many phases of civic government and community activity. All three of these programs enjoy the co-sponsorship of a number of civic groups.

VI. SPECIAL ADULT ORGANIZATIONS

MR. WOODS, *Adviser*

Several adult organizations inherently interested in matters and activities normally and traditionally associated with a University, meet on the campus of the University of Omaha. The groups are under University sponsorship and continue to maintain their status while actively engaged in meaningful educational experiences in a university atmosphere. The College of Adult Education serves as a co-sponsor for many of these adult-membership organizations.

ADMISSION TO CREDIT COURSES

Courses are open to all adults who can profit from the classwork offered in the College of Adult Education. Adults who have not completed high school, but wish to earn college credits, or to work toward a degree, should contact the Dean of the College.

Credit courses of the College of Adult Education may be found elsewhere in this catalog under the course offerings of the Colleges of Liberal Arts, Applied Arts, Education, and Business Administration. These courses are designated by the letter "E" when they are offered only as late afternoon or evening courses. A month prior to each new semester, special bulletins, listing all courses to be offered during the ensuing semester by the College of Adult Education, are available on request.

STUDY LOAD

Students who have full-time employment will ordinarily not have sufficient study time to maintain satisfactory scholastic standing in more than six hours of credit work at a time. Therefore, six hours of degree-credit classwork in any one semester is considered a maximum study load. Students who desire to carry more than this number of credits and who have evidenced their ability to carry a heavier schedule in a creditable manner, may exceed the six-hour limit only with the permission of the Dean.

STUDENT CLASSIFICATION

Students registering in the College of Adult Education are classified in three groups:

1. **CREDIT STUDENTS** — Persons who register for academic credit toward university degrees, teacher's certificates, or other objectives where degree credits are a recognized mark of achievement are classified as credit students. (See below: Counseling and Testing.)
2. **AUDIT STUDENTS** — Any adult who can profitably pursue a course may register as an audit student. An audit student is not required to participate in recitation, turn in papers, or take examinations. An audit student does not receive academic credit.
3. **GENERAL STUDENTS** — Any adult who can benefit from any course or lecture and discussion series which does not carry academic credit is classified as a general student.

FEES PAYABLE EACH SEMESTER

All University fees are listed on page 122, with the exception of fees for Community Service Courses and special educational programs. These, because of their special nature, have the fees individually determined for each course or program.

COUNSELING

Since many adults must seek education on a part-time basis and according to a somewhat irregular schedule, it is important that they receive proper counseling in setting goals and selecting courses. An adult education counselor is a regular member of the staff of the College of Adult Education. Afternoon, evening, and Saturday morning appointments may be arranged without charge.

Adult students working toward degrees other than the Bachelor of General Education degree should contact the Dean of the College in which the degree is being sought. After approximately two-thirds of the program is completed, the Dean of the College concerned will assign the student to a counselor in his college who will assist the student in completing the remaining requirements. Students desiring to earn the Bachelor of General Education degree will be counseled in the College of Adult Education.

SPECIAL TESTING

Adults wishing more detailed information about their academic proficiency, interests, personality traits and aptitudes as an aid to planning a course of study may arrange a testing appointment on a fee basis. Group testing at a reduced fee may be arranged for adults currently enrolled in the College.

DEGREE REQUIREMENTS

Bachelor of General Education

MR. WOODS, *Dean*
MR. SNARR, *Adviser*

The degree program is planned especially for adults. A degree plan helps the mature adult organize a well-rounded continuing educational program.

GENERAL REQUIREMENTS

- (1) The completion of 125 semester hours of study at college level with an average grade of "C", earned in this or other approved colleges. Twenty-four of the last 30 semester hours of credit must be earned in residence at the University of Omaha. The last 18 hours of credit must be earned as a Bachelor of General Education degree candidate. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average. (See page 27.) This is subject to review of the administrative and curriculum committee of the College of Adult Education.
- (2) Programs of individual students may be referred to an advisory committee of the faculty for approval.

SPECIFIC REQUIREMENTS

The program for the degree of Bachelor of General Education will include the following:

- | | |
|--|----|
| 1. (a) English Composition | 6 |
| (b) Humanities* | 12 |
| (Art, literature, foreign languages, music, philosophy, religion, and speech) | |
| (c) Social Sciences* | 12 |
| (Economics, history, political science, psychology, sociology, and geography) | |
| (d) Mathematics or Science | 9 |
| (Biology, chemistry, mathematics, and physics) | |
| | — |
| | 39 |
| 2. Area of concentration (departmental) | 30 |
| (nine hours of which may be in an allied field) | |
| 3. Electives | 56 |
| (which will include 12 hours in each of two different subject fields) | |
| 4. At least 30 hours of the 125 hours must be earned in courses numbered 300 or above. | |

The required core courses and areas of concentration (1 & 2, above) may be flexible in character to meet the needs of mature students.

*Not more than (6) hours from a single department within the division may be used.

REQUIREMENTS FOR THE TITLE ASSOCIATE
IN GENERAL EDUCATION

The purpose of this title is to give direction to the work taken by the mature student in the College of Adult Education. The requirements are intended to encourage concentrated study and to develop a general background for future work toward a baccalaureate degree.

The completion of 64 semester hours of study at the college level with an average of "C", earned in this or other approved colleges. Eighteen of the last 21 semester hours of credit must be earned in residence at the University of Omaha. To be eligible for this title, a student must be 21 years of age at the time it is granted.

SPECIFIC REQUIREMENTS

The program for the Associate Title in General Education will include the following:

1. (a) English Composition	6
(b) Humanities	6
(Art, literature, foreign languages, music, philosophy, religion, and speech)	
(c) Social Sciences	6
(Economics, history, political science, psychology, sociology, and geography)	
(d) Natural Sciences	4
	<hr/>
	22
2. Area of concentration (departmental)	12
The student will, with the advice of his counselor, select an area of concentration consisting of 12 semester hours in a subject field.	
3. Electives*	30

*Eight semester hours of credit in military science and 12 additional hours in military credits may be accepted as electives in meeting the total credit requirements for the title.

THE GRADUATE DIVISION

GEORGE R. RACHFORD, *Director*

HISTORY AND PURPOSE

The first Master's degree was awarded by a special vote of the Board of Regents of the "old" University of Omaha in June 1931. Graduate work leading to the Master of Arts degree was authorized by the newly organized Municipal University, September 1931, to be supervised by a Committee on Graduate Studies. In 1942, the Graduate Division was established. The degree of Master of Science in Education was approved in 1948. In 1954, the Committee on Graduate Studies became the Graduate Council and the Chairman became the Director of the Division. In 1960, the Board of Regents authorized a year of graduate study in Education beyond the Master's degree.

The Graduate Division of the University of Omaha was established to provide the opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

- (1) To work toward a Master of Arts or Master of Science in Education degree.
- (2) To earn graduate credit for the issuance or renewal of certificates for teachers and administrators.
- (3) To provide for professional advancement and scholarly objectives.

Consistent with these objectives, numerous opportunities are provided for advanced students to pursue their studies to the point of original research and investigation, to the discovery of facts, methods, or values. Under the guidance of a major adviser, the student must rely upon his own initiative to apply the principles of methodic study; to master, criticize, and evaluate; and to discover the existing literature in a chosen field of study. To enable the student to attain these objectives, the Graduate Division provides the following facilities: workshops, institutes, seminars, research and special problems courses, supervised thesis instruction, and the supervision of special projects in undergraduate courses open to graduate credit.

Thus the Graduate Division promotes the spirit of free investigation and free inquiry in the various fields of knowledge, and at the same time serves to unite the various branches of the University in the common task of advancing human knowledge and providing for society intelligent, capable leadership.

ADMINISTRATION

The Director of the Graduate Division is nominated by the President and appointed by the Board of Regents. The Graduate Council, which is the legislative and executive body of the Division, prescribes the qualifications of all professors who offer graduate work and approves all courses which may be taken for graduate credit. The Director is Chairman of the Council. The members of the Council are chosen by the President. Members of the Graduate Faculty are recommended by the Council and approved by the President.

Membership on the Graduate Faculty is subject to the following prerequisites: a Doctor's degree, or a demonstrated interest in scholarly research and graduate teaching, as well as the recommendation of the Dean of the college concerned. Members of the Graduate Faculty serve on the final comprehensive examination committees, as well as counsel the graduate student in his major and minor work. They are also primarily responsible for arranging those courses within their departments which are offered for graduate credit.

AIMS AND OBJECTIVES

LIBERAL ARTS

The graduate program in the College of Liberal Arts is designed to meet a variety of needs. By offering advanced study in Humanities, Social Sciences, and Natural Sciences, it emphasizes, as does the undergraduate program, the non-material aspects of life, providing for the student a fuller understanding and richer appreciation of man's intellectual and cultural heritage. In addition to these general objectives, the program leading to the Master of Arts degree offers a year of graduate work to students who plan to proceed to the doctorate. It is also adapted to the needs of secondary teachers who wish to do their graduate work entirely within the area of their respective teaching fields. A further objective is to furnish graduate students in the College of Education a sufficient variety of academic electives to satisfy the various programs in that college.

The College of Liberal Arts now offers major programs in five fields — English, history, psychology, sociology, and general science — and minor programs in nine additional fields. With the increasing interest in graduate work and the growing research facilities of the University, it is anticipated that additional major programs will become available in the near future.

EDUCATION

The graduate program in the College of Education has been organized to afford workers in the profession an opportunity to pursue advanced courses in terms of their abilities, interests, and needs. The complexity of modern democratic society places a premium on trained leadership to guide and direct it intelligently. Particularly is this true of the teaching profession, where the teacher is responsible for establishing an environment conducive to the training of citizenry for effective living in a democracy. The specific problems which teachers face in their respective teaching-learning situations become the subject matter for intensive study in the Graduate Division. The teaching-learning situation is literally put under the microscope by experts in elementary and secondary education, educational, child, and adolescent psychology, tests and measurements, and educational history and philosophy, as they aid teachers in solving their own problems. Thus, the graduate courses are vitalized by the practical applications and improvements which teachers are able to make in their teaching-learning situations.

Graduate students are expected to become familiar with the latest research in educational methods and techniques. At the University of Omaha, they are given opportunities to engage in the study of child growth and development, while continuing their studies in the teaching subjects. Workshops in curriculum building, as well as clinics in language arts, reading, and child psychology are definite parts of the program. Teachers who wish to advance in the profession by becoming principals, supervisors, or superintendents may take a graduate program leading to these particular certificates.

The University brings nationally recognized authorities to the campus to conduct conferences and clinics in various phases of educational administration and supervision. Teachers, supervisors, and administrators are thus enabled to secure specific aid which will be of value to them in the solution of their individual teaching-learning problems.

ADVANCED DEGREES

The Master's degree is conferred by the Board of Regents upon recommendation of the Graduate Council and with the final approval of the University Faculty.

The Division offers work toward the following degrees: the Master of Science with a major in education; and the Master of Arts with majors in education, English, history, psychology, sociology, and general science.

CO-OPERATIVE PROGRAM LEADING TO THE
DOCTOR OF EDUCATION DEGREE

The University of Omaha in co-operation with Indiana University School of Education (Bloomington, Indiana), has arranged a program under which a student who wishes to complete the Doctor of Education degree may take all or part of the second year of graduate work at the University of Omaha, and then take the third year of work, leading to the degree, at Indiana University. For further details concerning this program, and the transfer of work beyond the Master's degree to other institutions, please consult the Director of Graduate Division at the University of Omaha.

THE MASTER OF ARTS DEGREE

The program for the Master of Arts degree will usually be arranged to conform to the following general pattern:

- (1) A major of 15 semester hours in the major field of study.
- (2) A minor of nine semester hours in a related field of interest.
- (3) A thesis not to exceed six semester hours in independent study under the direction of the major adviser.

(Modification of a program of study once approved is permissible only upon consent of the major adviser if the major is concerned, and minor adviser if the minor is concerned. The student may elect a major concentrated in one area upon recommendation of the head of the major department).

THE MASTER OF SCIENCE IN EDUCATION DEGREE

This degree is designed primarily for the master teacher, supervisor, or administrator. It is granted upon the completion of a program of advanced study to students who are working professionally in the field of education.

The student's program will consist of 36 semester credit hours, always including: Education 501, *Educational Research*, in the first nine hours; Psychology 551, *Advanced Educational Psychology*; and Education 550, *Seminar*, or Education 532, *History and Philosophy of Education*, and will usually be arranged to conform to the following general pattern:

- (1) Twenty-one to 24 semester hours in the major field of specialization; such as, elementary education, secondary education, educational administration, and guidance.
- (2) Nine to 12 semester hours in a minor field.
- (3) Curricula in administration will also include Education 540, *Practicum*.

The patterns of courses cover three areas: professional education, specialized teaching fields, and directed academic electives.

Professional education may include curricula in the following fields: administration, supervision, secondary education, elementary education, educational guidance, master teacher preparation, and nursing education.

Students may major in the following fields: elementary education, guidance, public school administration, secondary education, nursing education, special education, and college business management. Minor fields include: audio-visual education, education (for those majoring in academic fields), elementary education, physical education for men, reading, secondary education, special foundations of education, and others. Consult the College of Education for the exact courses included in the above major and minor fields.

The program in the major field will be determined by the student and his major adviser; the minor by the student and his minor adviser.

(Modification of a program of study once approved is permissible only upon consent of the major adviser if the major is concerned, and minor adviser if the minor is concerned. The student may elect a major concentrated in one area upon recommendation of the head of the major department).

MAJOR FIELDS

Students pursuing a Master of Science in Education degree shall be expected to take at least nine semester hours in academic electives.* These should preferably be in courses other than those offered in the College of Education. These courses shall be selected on the basis of advisement and availability. For purposes of brevity, such courses shall be designated as academic electives. The following are suggested programs only which may apply to the Master of Science in Education degree and the Master of Arts degree with a major in education:

Master Teaching Major — Elementary

- **I. Academic Electives 15 hrs.
II. Required Courses 12 hrs.

Ed. 501, Intro. to Research
Ed. 506, Administration and Supervision in the Elem. School
Ed. 550, Educ. Seminar (or Thesis)
Psy. 551, Advanced Educ. Psych.

III. Select three courses from the following:

Ed. 418, Mental Health in the School
Ed. 461, Audio-Visual Materials in Educ.
Ed. 473, Problems in Teaching Reading in the Elem. School
Ed. 504, Curriculum Planning
Ed. 511, Tool Subjects in the Elem. School
Ed. 512, Cultural and Content Subjects in the Elem. School

Elementary Education Major

- **I. Academic Electives 9 hrs.
II. Required Courses 24 hrs.

Ed. 501, Intro. to Research
Ed. 473, Problems in Teaching Reading in the Elem. School
OR

Ed. 477, Diagnostic and Remedial Instruction
Ed. 506, Administration and Supervision in the Elem. School
Ed. 511, Tool Subjects in the Elem. School
Ed. 512, Cultural and Content Subjects in the Elem. School
Ed. 532, Hist. and Phil. of Educ.
Ed. 550, Educ. Seminar (or Thesis)
Psy. 551, Advanced Educ. Psych.

III. Select one course from the following:

Ed. 454, The Junior High School
Ed. 504, Curriculum Planning

* Except where otherwise specified.

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

*** Students may elect to take alternate of required subject; e. g., Ed. 507 in required area, then Ed. 514 can be taken as an elective or vice versa.

Master Teaching Major — Secondary

- **I. Academic Electives 18 hrs.
II. Required Courses 12 hrs.

Ed. 501, Intro. to Research
***Ed. 507, Administration and Supervision in the Secondary School

OR

Ed. 514, Improvement of Secondary School Instruction
Ed. 550, Educ. Seminar (or Thesis)
Psy. 551, Advanced Educ. Psych.

III. Select two courses from the following:

Ed. 418, Mental Health in the School
Ed. 454, The Junior High School
Ed. 458, Co-Curricular Activities
Ed. 474, Problems in Teaching Reading in the Secondary School
Ed. 502, Principles of School Administration
Ed. 504, Curriculum Planning
Ed. 507, Administration and Supervision in the Secondary School
Ed. 514, Improvement of Secondary School Instruction
Ed. 520, Principles of Guidance

Secondary Education Major

- **I. Academic Electives 12 hrs.
II. Required Courses 24 hrs.

Ed. 501, Intro. to Research
Ed. 507, Administration and Supervision in the Secondary School
Ed. 474, Problems in Teaching Reading in the Secondary School
Ed. 454, The Junior High School
Ed. 458, Co-Curricular Activities
Ed. 520, Principles of Guidance
Ed. 532, Hist. and Phil. of Educ.

OR

Ed. 550, Educ. Seminar (or Thesis)
Psy. 551, Advanced Educ. Psych.

§Elementary Administration

- **I. Academic Electives** 9 hrs.
II. Required Courses 18 hrs.
 Ed. 501, Intro. to Research
 Ed. 502, Principles of School Administration
 Ed. 506, Administration and Supervision in the Elem. School
 Ed. 532, Hist. and Phil. of Educ.
 Ed. 540, Practicum
 Psy. 551, Advanced Educ. Psych.
III. Select two courses from the following:
 Ed. 418, Mental Health in the School
 Ed. 461, Audio-Visual Materials in Educ.
 Ed. 473, Problems in Teaching Reading in the Elem. School
 Ed. 504, Curriculum Planning
 Ed. 510, Research Project
 Ed. 511, Tool Subjects in the Elem. School
 Ed. 512, Cultural and Content Subjects in the Elem. School
 Ed. 550, Educ. Seminar

§Public School Administration

- **I. Academic Electives** 6 hrs.
II. Required Courses 21 hrs.
 Ed. 501, Intro. to Research
 Ed. 502, Principles of School Administration
 Ed. 505, School Business Management
 Ed. 506, Administration and Supervision in the Elem. School
 Ed. 532, Hist. and Phil. of Educ.
 Ed. 540, Practicum
 Psy. 551, Advanced Educ. Psych.
III. Select two courses from the following:
 Ed. 458, Co-Curricular Activities
 Ed. 461, Audio-Visual Materials in Educ.
 Ed. 473, Problems in Teaching Reading in the Elem. School
 Ed. 474, Problems in Teaching Reading in the Secondary School
 Ed. 481, Principles of Adult Education
 Ed. 503, School Plant Planning and Operation
 Ed. 504, Curriculum Planning
 Ed. 507, Administration and Supervision in the Secondary School
 Ed. 510, Research Project
 Ed. 514, Improvement in Secondary School Instruction
 Ed. 515, School Law
 Ed. 550, Educ. Seminar

Nursing Education

- **I. Academic Electives** 9 hrs.
II. Required Courses 27 hrs.
 Ed. 501, Intro. to Research
 Ed. 461, Audio-Visual Materials in Educ.
 Ed. 481, Principles of Adult Education
 Ed. 509, Organization and Administration in Nursing Educ. Programs
 Ed. 524, Counseling Practices (Prereq: Ed. 520 or permission of Instructor)
 Ed. 549, Topics in Nursing Educ.
 Ed. 532, Hist. and Phil. of Educ.
 Psy. 432, Tests and Measurements
 Psy. 551, Advanced Educ. Psych.

§Secondary Administration

- **I. Academic Electives** 9 hrs.
II. Required Courses 18 hrs.
 Ed. 501, Intro. to Research
 Ed. 502, Principles of School Administration
 Ed. 507, Administration and Supervision in the Secondary School
 Ed. 532, Hist. and Phil. of Educ.
 Ed. 540, Practicum
 Psy. 551, Advanced Educ. Psych.
III. Select two courses from the following:
 Ed. 458, Co-Curricular Activities
 Ed. 461, Audio-Visual Materials in Educ.
 Ed. 474, Problems in Teaching Reading in the Secondary School
 Ed. 481, Principles of Adult Education
 Ed. 503, School Plant Planning and Operation
 Ed. 504, Curriculum Planning
 Ed. 505, School Business Management
 Ed. 506, Administration and Supervision in the Elem. School
 Ed. 510, Research Project
 Ed. 514, Improvement of Secondary School Instruction
 Ed. 515, School Law
 Ed. 520, Principles of Guidance
 Ed. 550, Educ. Seminar

§Guidance

- I. Required Courses** 30 hrs.
 Ed. 501, Intro. to Research
 Ed. 520, Principles of Guidance
 Ed. 521, Organization and Administration of Guidance
 Ed. 522, Occupational and Educ. Information
 Ed. 523, Individual Analysis
 Ed. 524, Counseling Practices
 Ed. 540, Practicum
 Ed. 550, Educ. Seminar
 Psy. 411, Statistical Methods
 Psy. 551, Advanced Educ. Psych.
II. Directed Electives:
 Psy. 553, Individual Mental Tests
 Psy. 444, Abnormal Psych.
 Psy. 452, Child Psych.
 Soc. Any three hours
 †Students who elect a major in School Administration must have had three years of successful teaching experience prior to admission to the program. Students who elect a major in Guidance must have had two years of successful teaching experience prior to admission to the program.

Foundations of Education (General Education)

- **I. Academic Electives** 12 hrs.
II. Required Courses 12 hrs.
 Ed. 501, Intro. to Research
 Ed. 532, Hist. and Phil. Educ.
 Ed. 550, Educ. Seminar (or Thesis)
 Psy. 551, Advanced Educ. Psych.
III. Select four courses from the following:
 Ed. 481, Principles of Adult Educ.
 Ed. 500, Special Studies
 Ed. 506, Administration and Supervision in Elem. School
 Ed. 507, Administration and Supervision in the Secondary School
 Ed. 520, Principles of Guidance
 Phil. 421, Men and Ideas
 Phil. 422, Men and Ideas

Special Education**I. Required Courses 30 hrs.**

- Ed. 501, Intro. to Research
- Ed. 425, Observations and Student Teaching
- Spec. Ed. 420, Hist., Educ. and Guidance of the Deaf
- Spec. Ed. 421, Teaching Speech to the Deaf I
- Spec. Ed. 422, Teaching Speech to the Deaf II
- Spec. Ed. 423, Teaching Lang. to the Deaf I
- Spec. Ed. 424, Teaching Lang. to the Deaf II
- Spec. Ed. 433, Method of Teaching Speech Reading
- Spec. Ed. 434, Teaching Elem. School Subjects to the Deaf I
- Spec. Ed. 435, Teaching Elem. School Subjects to the Deaf II
- Spec. Ed. 437, Hearing Tests and Auditory Training
- Spec. Ed. 438, Auditory and Speech Mechanisms

II. Select two courses from the following:

- Psy. 444, Abnormal Psy.
- Psy. 552, Psy. of the Exceptional Child
- Ed. 418, Mental Health in the School
- Ed. 473, Problems in Teaching Reading in the Elem. School
- Ed. 532, Hist. and Phil. of Educ.

College Business Management

A degree for administrators of colleges and universities — presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc. For more complete details of this program, write to the Director of Graduate Division or the Dean of the College of Education.

A substantial portion of this degree-program consists of workshops (Education 546, *College Business Management*, 2 hours credit), offered during one week of the summer session, generally the last week in July.

In addition to the four to 10 hours in workshops, the candidate for the Master's degree will offer 12 hours of standard courses in the field of education as noted below (Education 481G, 500, 532, and 550). Academic electives, comprising 18 to 21 credit hours, may be taken from graduate level courses in education, economics, political science, psychology, or business administration. In total hours, in workshops, regular education courses, and electives, the student must present a total of 36 hours for the Master of Science in Education degree. If the student desires, he may receive a Master of Arts degree in Education by presenting 24 hours of course work and by writing a thesis of three to six hours credit in place of a corresponding number of hours of elective work. It will be noted that as many as six hours of credit may be transferred from other accredited graduate schools, provided the transferred credits can be fitted into the degree program.

Prerequisite: Bachelor's degree from an accredited institution and preparation in accounting and major work in either business administration or education. Students with inadequate preparation in accounting must achieve reasonable proficiency in order to be admitted to the program for degree.

- **I. Academic Electives (Not to exceed 21 hrs.)**
(From graduate level courses in education, political science, psychology, or business administration.)

II. Required Courses 15 hrs.

- Ed. 481, Principles of Adult Education
- Ed. 500, Special Studies (Subject to be associated with college business management and report worthy of publication)
- Ed. 532, Hist. and Phil. of Educ.
- Ed. 546, College Business Management (Not to exceed 10 hrs.)
- Ed. 550, Educ. Seminar

MINOR FIELDS

Audio-Visual

- Ed. 461, Audio-Visual Materials in Educ.
 Ed. 468, Audio-Visual Production
 Ed. 508, Topics in Audio-Visual Educ.

Physical Education for Men

- P.E. 493, Measurement and Evaluation
 in P.E.
 P.E. 497, Problems in P.E.
 P.E. 526, Adv. P.E. Activities
 P.E. 527, Advanced Organization and
 Administration of P.E.

Education

- Ed. 501, Intro. to Research
 Ed. 532, Hist. and Phil. of Educ.
 Ed. 550, Educ. Seminar

Reading

- Ed. 473, Problems in Teaching Reading in
 the Elem. School
 Ed. 474, Problems in Teaching Reading
 in the Secondary School
 Ed. 477, Diagnostic and Remedial
 Instruction
 Ed. 500, Special Studies

Academic Minors

At least nine hours in any one of the following subjects: English, history, political science, psychology, sociology, biology, chemistry, economics, French, German, Spanish, and mathematics

DEPARTMENTS OF INSTRUCTION

Key to symbols:

- I — offered in the first semester of each year
 II — offered in the second semester of each year
 S — offered in the summer session
 E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the years in which they will probably be offered (for example, 62-63).

Courses numbered 500 or above are open to graduate students only. Courses numbered 400 are open to both seniors and graduates. Courses numbered 300 are open to graduate students for graduate credit only upon approval of the department head, the major adviser, and the Graduate Council. For description of 300 and 400-numbered courses, consult the undergraduate sections of the University Catalog.

DEPARTMENT OF GRADUATE STUDIES IN EDUCATION

- 411 **Statistical Methods** Prereq: Psych. 312 or equivalent..... (E) 3 hours
 418 **Mental Health in the School**..... (I,II,S) 3 hours
 420 **History, Education and Guidance of the Deaf**..... (II) 2 hours
 421 **Teaching Speech to the Deaf I**..... (I) 2 hours
 422 **Teaching Speech to the Deaf II**..... (II) 2 hours
 423 **Teaching Language to the Deaf I**..... (I) 3 hours
 424 **Teaching Language to the Deaf II**..... (II) 2 hours
 425 **Observations and Student Teaching**..... (I,II) 6 hours
 433 **Methods of Teaching Speech Reading**..... (I) 2 hours
 434 **Teaching Elementary School Subjects to the Deaf I**..... (I) 2 hours
 435 **Teaching Elementary School Subjects to the Deaf II**..... (II) 2 hours
 436 **Teaching Secondary School Subjects to the Deaf**..... (I) 2 hours
 437 **Hearing Tests and Auditory Training**..... (I) 2 hours
 438 **Auditory and Speech Mechanisms**..... (II) 2 hours
 454 **The Junior High School**..... (II,S) 3 hours

458	Co-Curricular Activities	(II,S)	3 hours
461	Audio-Visual Materials in Education	(I,II,S)	3 hours
468	Audio-Visual Production	(II,S)	3 hours
473	Problems in Teaching Reading in the Elementary School ..	(I,S)	3 hours
474	Problems in Teaching Reading in the Secondary School ..	(I,S)	3 hours
477	Diagnostic and Remedial Instruction	(I,S)	3 hours
481	Principles of Adult Education	(II,S)	3 hours
482	Adult Group Leadership	(I)	3 hours
488	Teaching the Exceptional Child	(II)	3 hours
493	Measurement and Evaluation in Physical Education Prereq: permission of instructor	(II)	3 hours
497	Problems in Physical Education	(S)	3 hours
500	Special Studies	(I,II,S)	1-3 hours
501	Introduction to Research	(I,II,S)	3 hours
502	Principles of School Administration	(II,S)	3 hours
503	School Plant Planning and Operation	(I,S)	3 hours
504	Curriculum Planning	(II,S)	3 hours
505	School Business Management	(I,S)	3 hours
506	Administration and Supervision in the Elementary School ..	(II,S)	3 hours
507	Administration and Supervision in the Secondary School ..	(I,S)	3 hours
508	Topics in Audio-Visual Education	(II,S)	3 hours
509	Organization and Administration of Nursing Education Programs	(I,S)	3 hours
510	Research Project	(I,II,S)	1-3 hours
511	Tool Subjects in the Elementary School	(I,S)	3 hours
512	Cultural and Content Subjects in the Elementary School ..	(II,S)	3 hours
513	Cooperating Teachers Seminar	(I)	3 hours
514	Improvement of Secondary School Instruction	(II,S)	3 hours
515	School Law	(I,S)	3 hours
520	Principles of Guidance	(I,S)	3 hours
521	Organization and Administration of Guidance	(I,S)	3 hours
522	Occupational and Educational Information	(I,S)	3 hours
523	Individual Analysis	(I,S)	3 hours
524	Counseling Practices	(II,S)	3 hours
526	Advanced Physical Education Activities	(I,S)	3 hours
527	Advanced Organization and Administration of Physical Education, Intramurals, and Athletics	(I,S)	3 hours
532	History and Philosophy of Education	(I,S)	3 hours
540	Practicum	(I,II)	3 hours
546	College Business Management	(S)	2 hours
549	Topics in Nursing Education	(II,S)	3 hours
550	Educational Seminar	(II,S)	3 hours
601	Graduate Thesis	(I,II,S)	3 hours
602			

DEPARTMENT OF ENGLISH

- 433 **Sixteenth Century Literature** Prereq: Engl. 231..... (I,62-63) 3 hours
 434 **Chaucer** Prereq: Engl. 231..... (I,61-62) 3 hours
 440 **Eighteenth Century Literature** Prereq: Engl. 231..... (II,62-63) 3 hours
 448 **Seventeenth Century Literature** Prereq: Engl. 231..... (I,61-62) 3 hours
 450 **English Drama before 1642** Prereq: Engl. 231..... (E) 3 hours
 460 **Shakespeare** Prereq: Engl. 231..... (II,61-62) 3 hours
 465 **The English Novel** Prereq: Engl. 232..... (II,61-62) 3 hours
 467 **The American Novel** Prereq: Engl. 246..... (II,62-63) 3 hours
 468 **History of the English Language** Prereq: Engl. 231..... (I,62-63) 3 hours
 481 **Literature of the Romantic Period** Prereq: Engl. 232... (I,62-63) 3 hours
 482 **Literature of the Victorian Period** Prereq: Engl. 232... (I,61-62) 3 hours
 502 **Seminar: Romanticism and Realism** (E) 3 hours
 504 **Seminar: Literary Criticism**..... (E) 3 hours
 506 **Seminar: American Literature**..... (S) 3 hours
 508 **Seminar: The English Renaissance**..... (E) 3 hours
 510 **Seminar: Victorian Literature**..... (E) 3 hours
 512 **Seminar: Shakespeare** (E) 3 hours
 601 **Graduate Thesis** (I,II,S) 3 hours
 602

DEPARTMENT OF HISTORY

- 411 **Representative Americans, 1600-1800**
 Prereq: Hist. 111-2..... (I,62-63) 3 hours
 412 **Representative Americans, 1800 to Present**
 Prereq: Hist. 411 or permission of instructor..... (II,62-63) 3 hours
 416 **The Jacksonian Era** Prereq: Hist. 111-2..... (I) 3 hours
 418 **Civil War and Reconstruction** Prereq: Hist. 111-2..... (II) 3 hours
 428 **Twentieth Century America** Prereq: Hist. 111-2..... (I) 3 hours
 429 **Ideas in Twentieth Century America** Prereq: Hist. 111-2... (II) 3 hours
 433 **American Constitutional History to 1860**
 Prereq: Hist. 111-2..... (I) 3 hours
 434 **American Constitutional History Since 1860**
 Prereq: Hist. 433 or permission of instructor..... (II) 3 hours
 454 **Sixteenth Century Europe** Prereq: Hist. 151-2..... (II,61-62) 3 hours
 455 **Seventeenth Century Europe** Prereq: Hist. 151-2..... (I,62-63) 3 hours
 456 **Eighteenth Century Europe** Prereq: Hist. 151-2..... (II,62-63) 3 hours
 457 **Nineteenth Century Europe, 1815-1870** Prereq: Hist. 151-2.. (I) 3 hours
 458 **Nineteenth Century Europe, 1870-1914**
 Prereq: Hist. 457 or permission of instructor..... (II) 3 hours
 459 **Europe Since 1914** Prereq: Hist. 151-2..... (II,62-63) 3 hours
 461 **Tudor and Stuart England** Prereq: Hist. 261-2 or
 permission of instructor..... (I,61-62) 3 hours
 462 **England in the Eighteenth and Nineteenth Century** Prereq: Hist.
 261-2 or Hist. 151-2 and permission of instructor..... (II,62-63) 3 hours
 463 **English Constitutional History to 1485** Prereq: Hist. 261-2 or
 Hist. 151-2 and permission of instructor..... (I,61-62) 3 hours

- 464 **English Constitutional History Since 1485** Prereq: Hist. 463 or permission of instructor (II,61-62) 3 hours
- 490 **Problems in History** Prereq: 12 hours of work in Hist. from courses in the 300, 400, and 500 level and permission of the department head (I,II,S) 1-5 hours
- 493 **Historical Research** Prereq: Graduate major or minor in Hist. or permission of the department head (I) 3 hours
- 496 **Great American Historians** Prereq: Graduate major or minor in hist. or permission of the department head (II) 3 hours
- 497 **Great European Historians** Prereq: Graduate major or minor in hist. or permission of the department head (I,61-62) 3 hours
- 510 **Seminar in American History** Prereq: Permission of instructor. (E) 3 hours
- 530 **Seminar in Recent American History** Prereq: Permission of instructor (E) 3 hours
- 550 **Seminar in Modern European History** Prereq: Permission of instructor (E) 3 hours
- 560 **Seminar in Modern British History** Prereq: Permission of instructor (E) 3 hours
- 601 **Graduate Thesis** (I,II,S) 3 hours
- 602

The following courses may be taken by special permission:

History 312, 313, 315, 316, 333, 334, 341, 344, 351, 353, 354, 355, 364.

(See University Catalog for description).

DEPARTMENT OF PSYCHOLOGY

- 411 **Statistical Methods** Prereq: Psych. 312 or equivalent (E) 3 hours
- 412 **Advanced Applications of Statistics** Prereq: Psych. 411 (E) 3 hours
- 421 **Experimental Psychology** Prereq: Psych. 312 (I,S) 3 hours
- 423 **Physiological Psychology** Prereq: Psych. 301 (E) 3 hours
- 432 **Tests and Measurements** Prereq: Psych. 312 (II,S) 3 hours
- 441 **Clinical Psychology** Prereq: Psych. 301 (I) 3 hours
- 443 **Personality Theory** Prereq: Psych. 301 (I,S) 3 hours
- 444 **Abnormal Psychology** Prereq: Psych. 443 (II) 3 hours
- 445 **Social Psychology** Prereq: Psych. 443 or equivalent (I,II) 3 hours
- 452 **Child Psychology** Prereq: Psych. 301 (II,S) 3 hours
- 461 **Human Engineering** Prereq: permission of instructor (E) 3 hours
- 490 **Minor Problems** Prereq: 15 hours of psych. (I,II,S) 1 or more hours
- 501 **History and Current Trends in Psychology**
Prereq: 15 hours of psych. (S) 3 hours
- 551 **Advanced Educational Psychology**
Prereq: 15 hours of psych. or permission of instructor (S,E) 3 hours
- 552 **Psychology of the Exceptional Child**
Prereq: 15 hours of psych. including 452 (S,E) 3 hours
- 553 **Individual Mental Tests** Prereq: 15 hours of psych. including 432 (I,S) 3 hours
- 561 **Advanced Industrial Psychology** Prereq: 15 hours of psych. including 411 (E) 3 hours

- 591 **Topical Seminar in Psychology** Prereq: 15 hours of psych.. (I,II,S) 3 hours
 601 **Graduate Thesis** (I,II,S) 3 hours
 602

DEPARTMENT OF SOCIOLOGY

- 404 **Population Analysis** Prereq: 9 hours of soc. (I) 3 hours
 410 **Rural Sociology** Prereq: 9 hours of soc. (I) 3 hours
 414 **Urban Sociology** Prereq: 9 hours of soc. (II,S) 3 hours
 416 **Ethnic Relations** Prereq: 9 hours of soc. (II,S) 3 hours
 425 **Culture and Personality** Prereq: Soc. 316 and 6 hrs. of soc. .. (II) 3 hours
 435 **Criminology** Prereq: 9 hours of soc. (II,S) 3 hours
 451 **Methods of Social Research** Prereq: 9 hours of soc. (I) 3 hours
 453 **Research Seminar** Prereq: 12 hours of soc. and permission
 454 of instructor (I,S) each 3 hours
 490 **Development of Social Theory** Prereq: 9 hours of soc. (I) 3 hours
 601 **Graduate Thesis** (I,II,S) 3 hours
 602

(Graduate students in Sociology are required to take Psychology 411, *Statistical Methods*, and Psychology 412 *Advanced Application of Statistics*, if they have not already had them.)

COURSES FOR MASTER TEACHER AND MINOR FIELDS

(See University Catalog for description)

BIOLOGY

The following courses may be taken by special permission:

Biology 303, 304, 310, 320, 325, 361, 403, 404, 491, 492, 495, 496

CHEMISTRY

The following courses may be taken by special permission:

Chemistry 413, 414, 451, 452, 491, 492, 495, 496.

ECONOMICS

The following courses may be taken by special permission:

Economics 311, 312, 315, 318, 412, 416, 417, 450, 451.

FRENCH

The following courses may be taken by special permission:

French 313, 320, 324, 325, 326, 335, 336, 338, 443.

GERMAN

The following courses may be taken by special permission:

German 313, 333, 335, 336, 338, 422, 443.

SPANISH

The following courses may be taken by special permission:

Spanish 335, 336, 337, 338, 339, 349, 351, 352, 417, 418, 425, 427, 430, 443.

MATHEMATICS

The following courses may be taken by special permission:

Mathematics 311, 324, 364, 411, 412, 423, 424, 491, 492.

PHILOSOPHY

The following courses may be taken as electives:

Philosophy 411, 412, 421, 422.

POLITICAL SCIENCE

The following courses may be taken by special permission:

Political Science 302, 312, 313, 314, 316, 317, 322, 326, 333, 391, 392, 418, 431, 432, 490.

SOCIAL SCIENCE

Elect at least three subjects (but not more than nine hours in any one subject) from the following: economics, geography, history, political science, and sociology.

THE SUMMER SESSIONS

DONALD Z. WOODS, *Director*

In the Summer Session the course offerings in all colleges are scheduled to provide maximum flexibility in order that all students may arrange schedules to suit particular needs. Students of ability may earn the bachelor's degree in three academic years if they care to pursue an accelerated program or so-called "tri-mester" plan. The University operates around the calendar except for a two-week vacation period in August.

Courses are scheduled in the day, in the evening, in the early summer, and in late summer.* Special bulletins, obtainable on request, provide a description of each course to be offered in any of the summer programs. The University is completely air-conditioned.

- FIRST SESSION:** A five-week session including Saturday class meetings permits the summer student to earn six semester hours of credit. Both graduate and undergraduate courses are offered. The FIRST SESSION begins in early June.
- SECOND SESSION:** This second five-week session begins in mid-July. Students may earn six semester hours credit.
- EVENING SESSION:** A student may enroll for one evening course. An evening course meets twice a week for eight weeks. Three semester hours of credit may be earned. The EVENING SESSION begins the same week as the FIRST SESSION. A student carrying a full study load of six hours in each five-week session cannot enroll for an evening course. An evening course may be carried in place of one day course.
- UNIT COURSES:** Workshops or unit courses (one to three weeks in length) offer intensive professional courses for students in specialized fields of learning. The unit courses are designed primarily for people who prefer shorter but more intensive study. The typical workshop devotes the forenoon to lecture and discussion and the afternoon to research and special projects. Unit course credit varies from one to three semester hours.
- SPECIAL SUMMER CONFERENCES & WORKSHOPS:** Various annual conferences are scheduled for the summer months under the auspices of the Summer Session Division. Among them are the College Business Management Workshop, the Sales Management Workshop, the School for Presbyterian Pastors.

Twelve hours credit is the maximum number a student may earn in any one summer study.

REGISTRATION

No student will be permitted to register after the second day of classes in any session. A late registration fee of \$3.00 will be charged after classes open.

TUITION AND FEES

All University fees are listed on page 122.

*See the University Calendar (pages 6, 7, 8, 9) for specific dates on Summer Sessions.

TUITION AND FEES

Student fees are payable in full at the time of registration, and registration is not complete until fees are paid. The University reserves the right to change the amount of fees or to add new ones at any time if such action is deemed necessary. The total amount for tuition and fees varies with the number of hours of classroom and laboratory work taken.

The average fees per semester are approximately \$150.00 for students who are residents of Omaha, and \$265.00 for those who are not residents.

INSTRUCTION

Tuition, per semester credit hour:

Day school, regular session.....	\$ 7.50
Adult education, evening classes.....	7.50
Summer Session	7.50
Graduate courses	12.50
Non-resident, additional tuition per credit hour (see page 126)	7.50

Music, applied:

Voice and all instruments except pipe organ:

One semester credit hour.....	\$50.00
Two semester credit hours.....	80.00

Non-credit:

One hour	\$40.00
One-half hour	25.00

REGULAR FEES

Activity Fee: Payable each time a student registers

Day school\$12.00

Payable by every student (undergraduate and graduate) registered for day classes carrying six or more hours. Covers athletics, publications, general student activities, and student center.

Any student carrying less than six hours must pay a minimum student center fee of \$1.50. He may purchase an activity ticket by paying an additional fee.

Air Force ROTC:

Payable by every ROTC student..... 2.00

College of Adult Education (undergraduate and graduate students; no day classes) 1.50

Summer students (per session) 2.00

Guidance and Placement Tests: (at regularly scheduled times)..... 5.00

Health Service: Payable each time a student registers

Day school 2.00

Summer Session (per session)..... 1.00

Matriculation Fee 10.00

Payable only once in each College, and in the Graduate Division.

Registration Fees:

Payable each time a student registers

Day school 5.00

College of Adult Education, Graduate, or Summer Session..... 2.00

Uniform Deposit:

Band 15.00

ROTC 15.00

LABORATORY FEES

ART:

Sculpture, 131, 231, 331.....	\$ 5.00
Graphics, 151, 251, 351, 452.....	5.00
Ceramics, 161, 261, 361.....	5.00

BIOLOGY:

Equipment and supplies, per course (except 310, 325, 415)	12.00
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BUSINESS ADMINISTRATION:

Acc. 101, 102	5.00
B.A. 313 — Statistics	5.00
Sec. Sci. 108	5.00
Sec. Sci. — Typewriting 117, 118, 229	5.00
Sec. Sci. — Shorthand 112, 335, 336, 400	5.00
Retail 202 — Merchandising-Textiles	5.00

CHEMISTRY:

Apparatus and supplies, per course.....	12.00
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EDUCATION:

Arts and Crafts, 202, 336, materials.....	5.00
Education 540, Practicum.....	12.50
Student Teaching, courses 330, 333, 334, 343, 344, 357, 358, 425.....	12.50
Library Science, course 357.....	12.50

ENGINEERING:

Engineering 110, 111, 155, 214, 215, 250, 311, 315, 316.....	10.00
Engineering 200 and 300 — surveying.....	7.00

ENGLISH:

English 109	7.50
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GEOGRAPHY:

Geography 217, Physical Geology.....	3.00
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HOME ECONOMICS:

Foods, courses 101, 102, 201, and 310, supplies, per course.....	12.00
Clothing and Textiles, courses 103, 104, 303, 304 machines and supplies, per course	7.00
Home Economics 202, 203.....	5.00

JOURNALISM:

Journalism 115 and 116.....	2.00
Journalism 311 and 313.....	5.00

NATURAL SCIENCE:

Apparatus and supplies, per course.....	12.00
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PHYSICS:

Apparatus and supplies, per course.....	12.00
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PHYSICAL EDUCATION:

Courses 111, 112, 113, 114, 211, 212, 221, 222, 223, 224, 225.....	3.00
Locker fee, per semester.....	1.00

PSYCHOLOGY:

Psychology 421, Experimental.....	5.00
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VOCATIONAL TESTING AND COUNSELING:

Aptitude and academic guidance tests, with individual analysis and counseling — fee determined in each case. For child study service tests and reading diagnosis, see administrative officer for charges.

MISCELLANEOUS FEES

*Audit regular credit courses Day Division, resident, one-half tuition rate	
Non-resident, additional fee per credit hour.....	\$ 7.50
Change of schedule card.....	5.00
Deferred payment, per semester.....	5.00
Installment payments may be arranged only for regular day school registrations. No deferred payment plan is available for evening classes or summer sessions. Arrangements for installment payment of tuition must be completed two full weeks prior to the beginning of classes for any given semester. See the University Cashier in room 230. Postponed payment of tuition and fees to a date later than that of registration is considered a deferred payment and subject to the assessment of the \$5.00 fee.	
Examination, final or proficiency or credit by examination or removal of incomplete	5.00
(The tuition for credit to be earned by examination must be paid in advance.)	
Guidance and placement tests and physical examinations taken at times not regularly scheduled, additional fee.....	5.00
Late registration, Adult Education Students.....	3.00
No admission after second meeting of class without special permission of the Dean.	
Late registration, first day (Day Classes)	3.00
Second day, and thereafter, during first week, additional fee.....	3.00
No registration after first week without special permission of the Dean.	
Late registration, Summer Session Students: first day of class.....	3.00
No admission after third day of class.	
Locker fee	1.00
Music Practice Room (with or without piano) 30 minutes per day, 5 days per week	
16 weeks	12.00
8 weeks	8.00
Single period-half hour.....	.25
(Payable at Cashier's office in advance)	
Pre-registration fee (Day Students)	10.00
Teacher Placement initial registration (required).....	6.00
Thesis binding fee.....	10.00
Transcript (one copy furnished free), each additional copy.....	1.00
Transcript evaluation for students entering by transfer.....	5.00
Special examination or instructional assistance in make-up work other than listed above	1.00
*Any student registered for 12 semester hours or more in day school may audit a class in day school with the consent of the instructor and upon payment of a fee of \$3.75 per credit hour. Otherwise, the regular fee is charged. Regular tuition fees are charged all audit students in the College of Adult Education.	

GRADUATION FEES

Graduate Division	\$15.00
Undergraduate Colleges, baccalaureate degrees.....	10.00
Associate Titles	5.00
To receive degrees in absentia (additional).....	5.00

REFUND SCHEDULE

Refunds are computed from the date application is received by the Registrar, not from date of withdrawal from classes. Refund slips issued by the Registrar and given to students are void and not redeemable, unless presented to the cashier (Business Office, Room 230) within 90 days after date of issue.

No refunds will be made on matriculation, registration, late registration, health fee, physical education locker fee, or student activity fee, unless such charges have been made through an error of the University Administration, or unless application for withdrawal is filed before the official opening date of the semester, see University Calendar, page 6.

A student must file notice of withdrawal from any class, accompanied by written approval of the adviser and the Dean of Student Personnel, with the Registrar immediately upon dropping any course.

Students paying tuition on an installment basis who withdraw before the account is paid in full are not relieved from payment of the amount due; credits to their unpaid accounts will be made only on the basis of the schedule listed below.

A student dropping courses with the approval of his adviser and his Dean will receive refunds on tuition, non-resident tuition, and other fees in accordance with the following schedules:

DAY SCHOOL

Withdrawal before classes start.....	100%
Withdrawal during first or second week.....	75%
Withdrawal during third or fourth week.....	50%
Withdrawal during fifth or sixth week.....	25%
Withdrawal after the sixth week.....	0%

SUMMER SESSION (5 week session)

Withdrawal before classes start.....	100%
Withdrawal during first three days.....	75%
Withdrawal during remainder of first week.....	50%
Withdrawal during second week.....	25%
Withdrawal after second week.....	0%

SUMMER SESSION (3 week session)

Withdrawal before classes start.....	100%
Withdrawal during first day.....	75%
Withdrawal during second or third day.....	50%
Withdrawal during remainder of first week.....	25%
Withdrawal after first week.....	0%

UNIVERSITY OF OMAHA

COLLEGE OF ADULT EDUCATION

Credit Courses of 8 Weeks

Refund schedule for evening courses is as follows:

Withdrawal before first class meeting.....	100%
Withdrawal before second class meeting.....	80%
Withdrawal before third class meeting.....	60%
Withdrawal after third class meeting.....	0%

Credit Courses and Non-Credit Courses of 10 Weeks or More

Withdrawal before first class meeting.....	100%
Withdrawal within first week.....	80%
Withdrawal within second week.....	60%
Withdrawal after second week.....	0%

Non-Credit Courses of Less Than 10 Weeks

Withdrawal before first class meeting.....	100%
Withdrawal after first class meeting.....	0%

DEFINITION OF NON-RESIDENT STATUS

The Board of Regents' rules provide that the non-resident fee shall be assessed and collected each semester from:

1. All students who actually reside outside the city of Omaha.
2. Students who are under 21 years of age, unmarried, and whose parents or legal guardians live and maintain their place of domicile outside the city limits of Omaha.
3. Students over 21 years of age living in Omaha (whose parents or legal guardians live outside the City of Omaha), who have not qualified to vote in Omaha, or who have not furnished other satisfactory evidence of bona fide residence.

Note: a. Residence of a wife follows that of the husband.

- b. Residence status shall be determined at the time of each registration. A change of circumstances during the semester does not justify an adjustment of fees during the semester.
- c. In case a legal resident of the City of Omaha is appointed guardian of a minor, the residence of such minor for the purpose of this rule shall be considered established in the City of Omaha unless such legal guardian is appointed solely for the purpose of avoiding the payment of non-resident tuition to the University of Omaha.
- d. Proof of residence status rests with the student whenever he challenges assessment of the non-resident fees. Payment of such fees may not be postponed pending decision of any case, but fees shall be refunded to the student if it is later found that they have been collected through error. Willful misstatement or concealment of any facts to influence the decision of a non-resident case is cause for immediate dishonorable dismissal from the University.

SCHOLARSHIPS AND AWARDS

DONALD J. PFLASTERER, *Chairman*

REGENTS' SCHOLARSHIPS

The Regents of the University of Omaha have provided a number of Regents' Scholarships which are awarded on the basis of competitive examinations to high school graduates. These Scholarships provide the remission of tuition for the freshman year, and are renewable upon maintenance of a superior grade record.

UNIVERSITY HONOR SCHOLARSHIPS

There are available to sophomores, juniors, and seniors of the University of Omaha a number of University Honor Scholarships which are awarded strictly on the basis of scholastic achievement. No application is necessary.

UNIVERSITY TUITION GRANTS

University Tuition Grants are available to regularly enrolled students at the University. The purpose of this grant is to give financial assistance to students who have indicated by previous academic performance that they can profit by a college education but need some financial assistance in order to continue their program of study. Application can be made to the Committee on Scholarships and Grants.

OTHER SCHOLARSHIPS, GRANTS, AND AWARDS

There are a number of other scholarships and awards which have been made available by the University, organizations, and individuals. Since conditions governing each scholarship or award vary, students interested should inquire at the Office of the Dean of Student Personnel, Room 240, for information.

FOR ENTERING FRESHMEN

Ak-Sar-Ben
Sears Roebuck Foundation

FOR SOPHOMORES AND JUNIORS

Building Owners and Managers Association Award
(real estate, junior)
Chi Omega Alumnae of Omaha Scholarship (sophomore girl)
George B. Lake Memorial Awards (American history)
Omaha Real Estate Board Scholarship (junior)
Panhellenic Scholarship (elementary education, women)

FOR JUNIORS AND SENIORS

Alumni Liberal Arts Award
 Associated Nebraska Industrial Editors (journalism)
 Bootstrap Award
 Dean Jay B. MacGregor Scholarships
 Gilbert M. Hitchcock Scholarship (physical science)
 Glenn L. Martin Scholarship
 Jenkins Memorial Scholarship, University Alumni Association (senior)
 Louis Kavan Scholarship
 Neboma Chapter of the National Secretaries Association Scholarship
 Nebraska Chapter #23 of the American Institute of Real Estate
 Appraisers Award (senior)
 Nebraska-Iowa Chapter of the Institute of Real Estate Management
 Award (senior)
 Nebraska Real Estate Association Scholarship (senior)
 Nebraska Society of Certified Public Accountants Scholarship (senior)
 Omaha Association of Insurance Agents
 Omaha Mortgage Bankers Association Scholarship
 (real estate, senior)
 Omaha Petroleum Industries Foundation
 Omaha Symphony Orchestra
 Provident Loan and Finance Company Scholarship (senior)
 Society of Residential Appraisers Award (real estate, senior)
 Walter H. Panko, Jr., Memorial Scholarship of Omaha Press Club
 (journalism)
 Woodman of the World Life Insurance Society Scholarships
 (American history and finance, seniors)
 World-Herald Retailing Scholarships
 Zeta Delta Chapter, Chi Omega (social science, senior women)

FOR ALL CLASSES

Arthur Brandeis Scholarships in Retailing
 Associated Retailers of Omaha Scholarships in Retailing
 Cosmopolitan Club Scholarship
 Edward Gomez Memorial Scholarship
 Emma S. Metz Music Scholarship
 Hinky-Dinky Scholarships in Food Distribution
 Hiram Walker Scholarship
 James A. Douglas Scholarship
 Kevin O. Connor Scholarship
 Paul T. Crossman Memorial Scholarship
 Philip Sher Essay Award

Senior and Junior Workmen's Club Fund

W. H. Schmoller Music Award

Wm. T. Swanson, Business—Real Estate

Work Fellowship in Business Administration, Women's Division,
Omaha Chamber of Commerce

More complete information on these scholarships is on file and available in the Office of the Dean of Student Personnel.

STUDENT TUITION LOAN FUNDS

Limited loans are available from the John R. and John Potter Webster Fund, the Omaha North Side Woman's Club Fund, Altrusa Club Loan Fund, the Rotary Club Student Loan Fund, Ak-Sar-Ben Loan Fund, the Woodward Work-Fellowship Fund for Negro students, and University of Omaha Women's Loan Fund, American Legion Loan Fund, and the National Defense Education Act of 1958. Information regarding loans may be obtained from the Dean of Student Personnel.

DEGREES WITH DISTINCTION

Candidates for degrees with departmental distinction must (a) have attained an average grade of 2.62 in their previous work and an average grade of 3.25 in courses in their major field; and (b) be recommended by the head of the department of their major field.

Application should be made to the Committee on Honors and Degrees with Distinction during the junior year or before the end of the first quarter of the senior year.

DEGREES WITH HONORS

The baccalaureate degrees with honors are awarded as follows:

(a) to all graduates whose scholastic average for their entire university career is 3.62 or above, but below 3.75: the degree *cum laude*;

(b) to all graduates whose scholastic average for their entire university career is 3.75 or above, but below 3.87: the degree *magna cum laude*;

(c) to all graduates whose scholastic average for their entire university career is 3.87 or above: the degree *summa cum laude*.

In order to qualify for degrees with honors, transfer students must achieve the required quality point average, not only for all University of Omaha courses, but also for all courses taken at other colleges and universities.

STUDENT PERSONNEL SERVICES

UNIVERSITY HEALTH SERVICE

Administration Building, Room 250

All students must complete physical examinations in the University Health Office before admittance to the University. The University Health Office does not prescribe hearing aids, glasses, or dental care, nor does it offer complete diagnosis or treatment of diseases. In all such matters, the student is advised and urged to consult his own family physician.

All injuries occurring on campus should be reported at once to the University health office (room 250, Administration Building). The University offers only first aid, and the cost of all subsequent treatment must be assumed by the student.

First aid is given in case of accidents or illness. This service is extended to all persons on the campus, but the other services of the Office are for students only. Students with symptoms of illness are expected to report to the University Health Office instead of to their classes. Thus, communicable illnesses can be identified at the earliest possible moment, the student advised to consult his physician, and the general student body protected against the spread of infection.

While the treatment of disease and the correction of defects is left to the family physician, this Office carries on a program of education in correct health habits, takes a sympathetic interest in the student's problems and anxieties over his physical condition, and aims to encourage him and support him in his efforts to establish and maintain a high level of health and well-being.

No registration is complete in any semester until the Nurse or University Physician has stamped the student's identification card with his health rating.

AUDIO-VISUAL AIDS

Gene Eppley Library

The services of this department, located in the Library, are designed to assist faculty and students in procurement, distribution, utilization, and evaluation of audio-visual materials and equipment. The service is particularly valuable to students who are planning to go into teaching.

There is increasing need for each of the services: (1) To provide information, materials, and equipment to University faculty and students; (2) To provide photographic services, including darkroom facilities for classes and student publications; (3) To schedule and arrange appropriate exhibits in display cases; (4) To provide a graphic arts service; (5) To provide pre-service and in-service training in audio-visual education for teachers and education students; (6) To provide audio-visual materials and consultation to schools and community groups.

BOOK STORE

Student Center

Textbooks and supplies necessary for classes taught by the University of Omaha are sold in the Book Store to University of Omaha students and faculty only. Clerks may require students to show identification cards at any time, and the Book Store Manager may refuse to sell merchandise which he has reason to believe is going to non-students or non-faculty members of the University of Omaha.

Used books may be sold to the Book Store on a cash "buy-back" basis or left "on consignment." Sale of such books will be made as soon as possible at a reasonable price asked by the owner. A commission of 10 per cent will be retained by the Book Store and the balance remitted to the student.

All sales in the Book Store are on a strictly cash basis. No books or supplies may be charged unless payment for same has been guaranteed by scholarship funds or a governmental agency.

FOOD SERVICE

Student Center

The new Student Center features various game rooms, book store, snack bar, ballroom, lounges, cafeteria, private dining rooms, offices, student meeting and conference rooms.

The Cafeteria and the Ouampi Room are not public restaurants. Because of the distance of the University from the main business district, the Cafeteria and the Ouampi Room are maintained for the convenience of the students and the faculty. Student activities cards may be demanded by the cashiers at any time. Students may bring guests occasionally, but the practice is not encouraged.

All food is dispensed on a strictly cash basis. No one may defer payment for meals. Food and beverages must be kept in the Cafeteria. Coffee, sandwiches, etc., may not be taken to other parts of the building for consumption, nor can food be brought into the cafeteria or Student Center by organizations for special services. The regular food service staff is in charge of all food purchases, preparation and serving.

PLACEMENT SERVICE

Administration Building, Room 248

All students desiring employment should register in the Placement Office, Room 248. The Placement Office helps students and graduates get full-time, part-time or summer jobs. Seniors and juniors will find available dozens of brochures describing job openings in all types of American business. Senior interviews are arranged with companies which recruit college graduates. Approved Personal Data Sheets are supplied registered seniors without charge.

The Placement Office makes an active effort to obtain employment for all students desiring jobs. It cannot, however, guarantee to secure employment for every student.

The office of Teacher Placement is maintained by the College of Education in Room 213. See page 79 for details.)

BUREAU OF INDUSTRIAL TESTING AND INSTITUTIONAL RESEARCH

Administration Building, Room 172

This Bureau offers a number of personnel services. For the student, it administers psychological tests to be used with his counselor in determining vocational and academic plans. To the faculty, it offers test scoring services. For the citizen, it offers vocational counsel and tests. To the business man, it offers industrial testing and consulting services in such areas as merit and job evaluation and opinion surveys. For the administration, it performs institutional research on methods of instruction and other areas where research is needed.

CHILD STUDY SERVICE

MR. F. GORMAN, *Liaison Director*

MR. D. T. PEDRINI, *Director*

Administration Building, Room 109

The Child Study Service, a cooperative project of the Omaha Board of Education and the University, combines the facilities usually found in an educational and psychological "clinic," with provisions for special investigations, consultations, and demonstrations.

For University students a wide variety of techniques used in studying and guiding children of all ages will be demonstrated under standardized conditions, with primary consideration to the intelligence, sensory equipment, language, achievement in school subjects, emotional adjustment, and social adjustment of the children for whom the service is operated.

STUDENT ACTIVITIES

Administration Building, Room 240

The University recognizes the value of a well-rounded program for student development and encourages students to participate in co-curricular activities. Students who have the time will be interested in the programs of the fraternities, sororities, special interest clubs, student publications, intramural, and intercollegiate activities.

A more complete description of these opportunities may be found in the *Student Handbook*.

In general, eligibility requirements for participation in extracurricular student activities provide that a person must be a regularly enrolled full-time student in good standing; that is, not on academic or disciplinary probation. However, since some groups maintain higher requirements, it is advisable to inquire at the Office of the Dean of Student Personnel about the eligibility requirements for any particular group or activity.

ORGANIZATIONS

GOVERNING BODIES

Student Council
Panhellenic Council
Interfraternity Council

SCHOLASTIC HONOR SOCIETIES

Alpha Lambda Delta (freshman women), founded at the University of Illinois, 1924
Phi Eta Sigma (freshman men), founded at the University of Illinois, 1923
Corinthian Society, founded at the University of Omaha, 1948

LEADERSHIP HONOR SOCIETIES

Omicron Delta Kappa (junior and senior men), founded at the University of Omaha, 1950
Waokiya (senior women), founded at the University of Omaha, 1950

HONORARY CLUBS

Alpha Psi Omega (dramatics)
Alpha Kappa Delta (sociology)
Gamma Pi Sigma (chemistry)
Kappa Lambda Mu (music, women)
Kappa Mu Lambda (music, men)
Phi Mu Alpha Sinfonia (music, men)
Pi Gamma Mu (social science)
Pi Kappa Delta (forensic)
Kappa Delta Pi, Eta Omega Chapter (education, men and women)
The Club (English)

RELIGIOUS CLUBS

Omaha University Christian Fellowship
Canterbury Club
Christian Science Organization
Council of Christian Organizations
Lutheran Student Association
Methodist Youth Group
Newman Club
Westminster Student Fellowship

SERVICE CLUBS

Feathers (Phi Sigma Chi, women)
Warriors (Omicron Pi Omicron, men)
Alpha Phi Omega (Scouting, men)
Interpep Council
Omaha University Red Cross College Activities
Society of Pen and Sword (Bootstrapper Program)

PROFESSIONAL FRATERNITIES

Delta Sigma Pi (business administration, men) Gamma Eta Chapter,
1949
Phi Theta Chi (business administration, women) 1951
Omaha University Chapter of Rho Epsilon, 1955 (real estate)

ATHLETIC CLUBS

"O" Club (honorary, men)
Women's Recreation Association
Physical Education Majors Club (men)
Physical Education Minors Club (women)
Watersports Club (men and women)

SOCIAL CLUBS

Independent Student Association, 1935

SORORITIES

Alpha Xi Delta, Gamma Delta Chapter, 1950
Chi Omega, Zeta Delta Chapter, 1949
Sigma Kappa, Beta Omega Chapter, 1950
Zeta Tau Alpha, Gamma Mu Chapter, 1950

FRATERNITIES

Alpha Epsilon Pi, Upsilon Omicron Chapter, 1961
Lambda Chi Alpha, Iota Delta Zeta Chapter, 1952
Pi Kappa Alpha, Delta Chi Chapter, 1952
Sigma Phi Epsilon, Nebraska Beta Chapter, 1951
Tau Kappa Epsilon, Epsilon Epsilon Chapter, 1956
Theta Chi, Delta Zeta Chapter, 1950

STUDENT PUBLICATIONS

Gateway (newspaper)
Tomahawk (yearbook)
Student Directory
Grain of Sand (literary magazine)

SPECIAL INTEREST GROUPS

AFROTC Drum and Bugle Corps
AFROTC Sabre Drill Team
Angel's Flight
Arnold Air Society, Earl S. Hoag Squadron, 1952
National Headquarters, 1954-55
Band, marching and concert
Biology Club
Brush and Pallet Club
Chemistry Club
Choirs
Debate
French Club
German Club
Home Economics Club
Humanists Association
Indiannes (band)
Marketing Club
Music Educators National Conference, Chapter 437
Omaha University Rifle Club
Orchesis (modern dance)
Orchestra
Pre-Med Club
Press Club
Psychology Club
Radio-TV Club
Retailing Club
Society for Advancement of Management
Sociology Club
Spanish Club
Student Affiliate, American Chemical Society
Student National Education Association
University Players

IDENTIFICATION AND ACTIVITIES CARD

Each student who is enrolled in six or more credit hours is required to pay a \$12.00 activities fee per semester. Of this amount, \$3.00 is apportioned to intramural and intercollegiate athletics, \$3.00 to student publications, \$3.00 to various dramatic, debate, music and social activities, and \$3.00 to the program of social activities in the Student Center. The payment of this fee entitles him to an activity card. This card, *which must be carried at all times*, admits the student, without further charge, to all University activities, all athletic events, and social affairs which receive support from this activities budget. The card also entitles the student to receive free all student publications which are issued during the year. Any student carrying fewer than six hours will pay a \$1.50 Student Center fee per semester.

The activities card serves as identification for service in the Cafeteria, Student Center, Book Store, and Library, and is not valid until signed by the University Business Officer, indicating that fees are paid.

The identification card is given to the student at the time he reports to the University Health Department for examination before he completes his registration. It remains the property of the University, and no refund will be granted on it. Cards are non-transferable, and if lost may be replaced only by permission of the Dean of Student Personnel and upon payment of the duplicate card fee. A charge of \$3.00 will be made for a duplicate copy of the activity card lost during the first nine weeks of class. A charge of \$1.50 will be made for duplicate copies issued after the ninth week. *Lending or selling an activities identification card subjects the owner to forfeiture of all activities privileges.* If the student is suspended or withdraws, he must return his activities card to the Office of the Dean of Student Personnel.

ATHLETICS

The University of Omaha has gained an enviable reputation for the quality and character of its athletic teams and currently is a member of the Central Intercollegiate Athletic Conference. National recognition and honors have been received in all sports and steady progress in intercollegiate athletics has been evident during the past decade.

Full schedules of contests with other colleges and universities are sponsored each year in football, basketball, baseball, track, tennis, golf, cross country, and wrestling. Each sport has competent coaches, excellent equipment, outstanding facilities, and appropriate medical care for members of the University sponsored teams. The opportunity to participate on a team is open to all bona fide students who have the desire.

Intercollegiate athletics are directed and controlled in the same manner as all other academic and extracurricular activities. All athletic policies

conform to the basic policy of the University. These are determined by the Board of Regents and the responsibility for administration is delegated to the President of the University. The specific administration of the program is conducted by the Director of Athletics. A Faculty Committee on Athletics advises in the administration of the program which is designed primarily for the students of the University and its normal constituency.

The athletic program is co-ordinated with the physical education and intramural programs including similar principles, aims, and objectives.

INTRAMURALS FOR MEN AND WOMEN

"A sport for everyone and everyone in a sport."

Intramural activities are offered for both men and women, giving students an opportunity for fun, relaxation, and physical development. To be eligible, a student must be registered as a day student and possess an activity card. The program of sports makes it possible for students to play games in which they are interested. Men's intramural sports are flag-football, soccer, volleyball, basketball, bowling, swimming, billiards, fitness tests, wrestling, tennis, table tennis, track, softball, golf, and badminton. Women's sports include volleyball, softball, tennis, table tennis, golf, mixed volleyball, archery, basketball, track and field, riflery, bowling, orchesis, and badminton.

ALUMNI ASSOCIATION

This organization has as its goals the preservation of college friendships and the advancement of the University of Omaha.

Through the Association's by-laws, membership is awarded to persons holding college degrees or honorary and associate titles from the University of Omaha, as well as to former students who express an interest in the organization.

Five officers and a 15-member Board of Directors govern the Association. To conduct the work of the Association, a full-time executive-secretary and an assistant are employed by the University. The office staff keeps up-to-date records on both graduates and former students; special mailings and the regular *Alumni Newsletter* go to more than 7,000 alumni.

The Association has its offices — reception room-lounge, executive office and workroom — in the new Student Center. The offices were furnished through contributions to the Alumni Building Fund.

To take the place of membership dues, the Association established in 1953 an Alumni Fund Program. More than 5,000 alumni have given \$41,000 in voluntary contributions during the past seven years.

The Alumni Association sponsors four students each year through the Daniel E. Jenkins Scholarship, the Glenn L. Martin Scholarship, the Alumni Liberal Arts Scholarship, all supported by the Alumni Fund, and the Bootstrap Scholarship, administered with funds from "Operation Bootstrap" military graduates. Fund contributions also paid for the alumni gift of lobby furnishings in the Gene Eppley Library and in the Student Center.

Social events for alumni include Achievement Day, which honors a distinguished alumnus, and Homecoming. In addition, two lecture programs are offered, free of charge, through the Institute of World Affairs and the Great Professors Series. Alumni-Varsity competition in football, basketball and baseball complete the yearly programs of events. The Association in the past two years has spread nationwide, with active chapters in five major areas of the country.

Undergraduate Courses In Each Area Acceptable Toward Degree Credit In The Various Colleges

AREA	COLLEGE OF LIBERAL ARTS	COLLEGE OF APPLIED ARTS	COLLEGE OF EDUCATION	COLLEGE OF BUSINESS ADMINISTRATION
Introductory				
Courses	All	All	All	All
Air Science	All	All	All	All
Accounting	14 semester hours	All	All	All
Art	All	All	All	All (exc. 105, 125, 432, 491-2)
Biology	All (except 105, 125)	All	All (exc. 105, 125)	All (except 303-4, 310, 336, 403-4)
Bus. Adm.	Courses 128, 313, 323-4, 325, 331, 336, 340, 350, 425, 446, 450	All	All	All (228 not acceptable for Degree)
Chemistry	All (except 121)	All	All (except 121)	All (except 121)
Economics	All	All	All	All
Education	*Secondary Educ.	All	All	*Secondary Educ.
Engineering	Courses 105, 121-2, 200, 336	All	Courses 100, 103, 105, 110, 111, 121-22, 124, 155, 200, 214, 215, 220, 224, 230, 235, 311, 315-16, 324, 330, 350, 355, 405, 410, 424, 450, 452	Courses 100, 103, 105, 110, 111, 121-2, 124, 155, 200, 214, 215, 220, 224, 230, 235, 311, 315-16, 324, 330, 340, 350, 355, 405, 424, 450
English	All (except Eng. 109, 110)	All	All	All (except 353)
Foreign				
Languages	All	All	All	All (except French 337-8; German 337- 8; Port. 111-2; Span. 339, 349; Greek 111-2)
Geography	All	All	All	All
History	All	All	All	All
Honors	All	All	All	All
Home Econ.	18 semester hours	All	All	All (except 310)

* Courses regularly accepted for Certification.

UNIVERSITY OF OMAHA

AREA	COLLEGE OF LIBERAL ARTS	COLLEGE OF APPLIED ARTS	COLLEGE OF EDUCATION	COLLEGE OF BUSINESS ADMINISTRATION
Journalism	Courses 115-6, 211, 227, 325, 423	All	Courses 101, 115-16, 211, 227, 245-46, 345-46, 445-46, 311, 313, 335, 350, 423	Courses 101, 115-6, 211, 227, 311, 350, 423
Library Science	18 semester hours	All	All	Not acceptable
Mathematics	All	All	All	All (except 213-4, 414, 491-2)
Music	All (except Music Educ. 151 — refer to page 51, Laboratory courses)	All	All	All (except Music Educ. 151, 429-30)
Philosophy	All	All	All	All
Physical Educ.	Courses 111-2, 113-4, 211-2, 213-4, 221-2, 223-4, 225, 227 or 229, 321, 335 or 336, 463	All	All	Courses 111-2, 113-4, 211-2, 221-2, 223-4, 225, 227 or 228
Physics	All	All	All	
Political Science	All	All	All	All
Psychology	All	All	All	All (except 301, 312, 423, 441, 443, 461)
Religion	All	All	All	All
Retailing	Not acceptable	All	Not Acceptable	All
Secretarial Science	Not acceptable	All	All (except 108)	All
Skills Development	Not acceptable	All	Courses 95, 97	All
Sociology	All	All	All	All (except 441-2, 490)
Speech	All (except 201)	All	All	All (except 226, 321-22, 331-2, 371, 475, 401, 441, 460)

Note: The College of Adult Education accepts all degree credits of the University toward the Bachelor of General Education.

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University of Omaha

GENERAL CATALOG CHANGES

See Pages 29, 30, 122, 123, 124

JULY 1, 1962

Notice:

(delete page 29; replace with the following):

ACADEMIC PROBATION

Academic probation is a status invoked whenever the academic performance of the student gives indication that he is falling significantly below the rate of progress expected of his classification. It is a period during which the student is given an opportunity to determine for himself whether he should continue his present college program relatively unchanged. Whenever a student in the Regular Session or the Summer Session, or a student whose work is divided between the Regular Session and the College of Adult Education completes a semester with a quality point average as shown in the table below, his case will be considered by the Committee on Academic Standing and he *will* be placed on *academic probation* by action of the committee.

For Students Currently Enrolled Prior to June 1, 1962 (but does not apply after June 1, 1963):

FRESHMAN, when any semester average falls below 1.2 or the cumulative average falls below 1.5 at the time he has earned 12 - 26 hours of credit.

SOPHOMORE, when any semester average falls below 1.6 or the cumulative average falls below 1.8 at the end of the sophomore year.

JUNIOR, when any semester average falls below 1.8 or the cumulative average falls below 2.0 at the end of the junior year.

SENIOR, when any semester average falls below 2.0 or the cumulative average falls below 2.0 at the end of the senior year.

SPECIAL, when any semester average or the cumulative average falls below that required of a regular student with equivalent credit hours.

To be restored to good standing, a student must earn the required minimum semester quality point average or raise his cumulative quality point average to the required minimum for his academic classification.

A student who has been placed on academic probation because of incompletes may be restored to good standing immediately upon completion of his incompletes providing his resulting semester and cumulative average meet the requirements for his particular classification.

For Student Entering After June 1, 1962:

Hours Attempted	Accumulative Average
12 - 16.....	1.2
17 - 26.....	1.4
27 - 42.....	1.6
43 - 57.....	1.8
58 and over.....	2.0

The above chart shows the "normal progress" scheduled as recommended by the Committee on Academic Standing. This schedule is applicable for all new students enrolled at the University of Omaha on or after June 1, 1962, and further applicable for *all* students enrolled at the University of Omaha on or after June 1, 1963.

All students who have been enrolled at the University of Omaha during the second semester, 1961-62, and whose eligibility for participation in extra-curricular activities during 1962-63 is to be governed by the "normal progress" rule, a special eligibility committee appointed by the President of the University shall be empowered to determine the eligibility of said students.

Notice:

(delete three paragraphs on "Academic Suspension"—top of page 30; replace with the following):

ACADEMIC SUSPENSION

For students failing to meet the requirements for restoration to good standing after one semester on probation, extension of probation or suspension shall be by action of the Committee on Academic Standing.

Application for reinstatement of suspended students from this university or any other university or college shall be submitted to the Director of Admissions in writing on the form supplied by that official prior to September first for the first semester and prior to January fifteenth for second semester of any school year.

The Director of Admissions will submit such applications which have been approved by the appropriate academic dean to the Faculty Committee on Academic Standing for final action.

Although no student will be readmitted to candidacy for a degree until he has fulfilled the procedures outlined above, a student who has been out of school for four or more semesters may seek admission on the regular registration dates as a special student in the College of Adult Education where an exception is justified by his employment. Such a student must obtain permission from the Dean of the College of Adult Education.

The Committee may or may not grant permission for re-registration; however, should conditions warrant, the committee may grant permission for the student to re-register on a probationary basis.

Notice:

Catalog page 29

EXTRA-CURRICULAR ACTIVITIES

A student on academic probation may not participate in any form of organized extra-curricular activity, including any form of intercollegiate competition or public appearance, except in those activities in which public appearance or representation is essential to the earning of credit. This exclusion from extra-curricular activities for academic reasons is enforced not as a punishment; it is to give the student time to restore himself to good standing.

CLASS ATTENDANCE

Students are required to attend all meetings of classes for which they are registered, and no student may be excused from any of the assigned class work. It may be assumed that irregular attendance will be reflected in lower course grades; moreover, absence reports are regularly sent to the academic deans and to the Dean of Student Personnel, who will take appropriate disciplinary action. In case of an unavoidable absence it is the student's responsibility to contact his instructor promptly and arrange to make up any work missed.

Notice:

(Delete page 122; replace with the following):

TUITION AND FEES

Student fees are payable in full at the time of registration, and registration is not complete until fees are paid. The University reserves the right to change the amount of fees or to add new ones at any time if such action is deemed necessary. The total amount for tuition and fees varies with the number of hours of classroom and laboratory work taken.

The average fees per semester are approximately \$175.00 for students who are residents of Omaha, and \$315.00 for those who are not residents.

INSTRUCTION

Tuition, per semester credit hour: (except Applied Music)

Undergraduate	\$ 9.00
Graduate	12.50
Non-resident, additional tuition (Graduate, Undergraduate or audit) per credit hour (see page 126)	9.00

Tuition, Applied Music:

Voice and all instruments except Pipe Organ:

One semester credit hour	50.00
Two semester credit hours (same instrument)	80.00

Non-credit:

One hour	40.00
One-half hour	25.00

REGULAR FEES

Student Activity Fees:\$12.00

Payable by every student (undergraduate and graduate) registered for day classes carrying six or more hours. Covers athletics, publications, general student activities, and student center. Any student carrying less than six hours must pay a minimum activity fee of \$3.00. He may purchase an activity ticket by paying an additional fee.

College of Adult Education (undergraduate and graduate students; no day classes) 3.00

Summer students (per session) 3.00

Air Force ROTC:

Payable by every ROTC student 2.00

Guidance and Placement Tests: (at regularly scheduled times) 5.00

Health Service: Payable each time a student registers

Day School 2.00

Summer Session (per session) 1.00

Matriculation Fee: 10.00

Payable at initial enrollment and with each subsequent change of College and upon admission to the Graduate Division.

Registration Fee: 5.00

Payable each time a student registers

Uniform Deposit:

Band 15.00

ROTC 15.00

Notice:

(delete page 123; replace with the following):

LABORATORY FEES

ART:

Sculpture, 131, 201, 231, 311, 331\$ 5.00

Graphics, 151, 251, 351, 452 5.00

Ceramics, 161, 261, 361 5.00

BIOLOGY:

Equipment and supplies, per course (except 310, 325, 415) 12.00

BUSINESS ADMINISTRATION:

Acc. 101, 102 5.00

B.A. 313 5.00

B.A. 434 5.00

Sec. Sci. 108 5.00

Sec. Sci. — Typewriting 117, 118, 229 5.00

Sec. Sci. — Shorthand 112, 335, 336, 400 5.00

Retail 202 5.00

CHEMISTRY:

Apparatus and supplies, per course 12.00

EDUCATION:

Arts and Crafts, 202, 336, materials.....	5.00
Education 395 (Nursing)	12.50
Education, 540, Practicum.....	12.50
Student Teaching, courses 330, 333, 334, 343, 344, 357, 358, 425.....	12.50
Library Science, course 357.....	12.50

ENGINEERING:

Engineering 110, 111, 155, 214, 215, 250, 311, 315, 316.....	10.00
Engineering 200 and 300 — Surveying.....	7.00

ENGLISH:

English 109	9.00
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GEOGRAPHY:

Geography 217, Physical Geology; Geography 254.....	3.00
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HOME ECONOMICS:

Foods, courses 101, 102, 201, and 310, supplies per course.....	12.00
Clothing and Textiles, courses 103, 104, 303, 304 machines and supplies, per course.....	7.00
Home Economics 202, 203.....	5.00

JOURNALISM:

Journalism 115 and 116	2.00
Journalism 311 and 313	5.00

NATURAL SCIENCE:

Apparatus and supplies, per course.....	12.00
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PHYSICS:

Apparatus and supplies, per course.....	12.00
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PHYSICAL EDUCATION:

Courses 111, 112, 113, 114, 211, 212, 221, 222, 223, 224, 225.....	4.00
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PSYCHOLOGY:

Psychology 553, 554	5.00
Psychology 421, Experimental	10.00
Skills Development, Reading	5.00

VOCATIONAL TESTING AND COUNSELING:

Aptitude and academic guidance tests, with individual analysis and counseling — fee determined in each case. For child study service tests and reading diagnosis, see administrative officer for charges.

Notice:

(delete page 124; replace with the following):

MISCELLANEOUS FEES

*Audit regular credit courses, resident, one-half tuition rate per credit hour..	\$ 4.50
Change of schedule card.....	5.00
Deferred payment, per semester.....	5.00

Installment payments may be arranged only for regular day school registrations. No deferred payment plan is available for evening classes or summer sessions. Arrangements for installment payment of tuition must be completed two full weeks prior to the beginning of classes for any given semester. See the University Cashier in room 230. Postponed payment of tuition and fees to a date later than that of registration is considered a deferred payment and subject to the assessment of the \$5.00 fee.

Examination, final or proficiency or credit by examination or removal of incomplete	5.00
(The tuition for credit to be earned by examination must be paid in advance.)	

Guidance and placement tests and physical examinations taken at times not regularly scheduled, additional fee.....	5.00
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Late registration, Adult Education Students.....	3.00
No admission after second meeting of class without special permission of the Dean.	

Late registration, first day (Day Classes).....	3.00
Second day, and thereafter, during first week, additional fee.....	3.00
No registration after first week without special permission of the Dean.	

Late registration, Summer Session Students: first day of class.....	3.00
No admission after third day of class.	

Locker fee	1.00
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Music Practice Room (with or without piano) 30 minutes per day, 5 days per week	
16 weeks	12.00
8 weeks	8.00
Single period-half hour.....	.25
(Payable at Cashier's Office in advance)	

Pre-registration fee (Day Students).....	10.00
Teacher Placement initial registration (required).....	6.00
Thesis binding fee.....	10.00
Transcript (one copy furnished free), each additional copy.....	1.00
Transcript evaluation for students entering by transfer.....	5.00
Special examination or instructional assistance in make-up work other than listed above	1.00

*Any student registered for 12 semester hours or more may audit a class with the consent of the instructor and upon payment of a fee of \$4.50 per semester hour. Otherwise, the regular fee is charged. Non-resident fee charged at regular rate, if applicable.

GRADUATION FEES

Graduate Division	\$15.00
Undergraduate Colleges, baccalaureate degrees.....	10.00
Associate Titles	5.00
To receive degrees in absentia (additional).....	5.00